DOCUMENT RESUME

ED 089 410 EA 005 997

TITLE	Administration of Public School Transportation. School Business Administration Publication No. 6.
INSTITUTION	California State Dept. of Education, Sacramento. Bureau of Administrative Services.
PUB DATE	72
NOTE	143p.; Prepared with cooperation of the Transportation Committee of the California Association of School Business Officials
AVAILABLE FROM	Business Service Office, Textbook and Publication Sales Section, California State Department of Education, State Education Building, 721 Capitol Mall, Sacramento, California 95814 ($1.25, prepaid)
EDRS PRICE	MF-$0.75 HC-$6.60 PLUS POSTAGE
DESCRIPTORS	Administration; Administrator Guides; Driver Education; Elementary Schools; Equipment Maintenance; Equipment Standards; Exceptional Children; Expenditures; Insurance Programs; Purchasing; Recordkeeping; Records (Forms); *Safety; *School Administration; *School Buses; School Districts; Secondary Schools; *State Legislation; *Student Transportation
IDENTIFIERS	*California

ABSTRACT

This document is intended to help California school boards in the selection of an appropriate and adequate student transportation system; and in the establishment, operation, and maintenance of a school bus fleet. Guidelines and pertinent State legislation are given for school bus purchase, maintenance, insurance and replacement; health consideration and safety measures in pupil transportation; transportation of exceptional children and of pupils for purposes other than travel between home and school; recordkeeping; and State allowances for pupil transportation. This information is also relevant for school administrators responsible for the operation of pupil transportation systems; governing boards that wish to evaluate their pupil transportation systems; pupil transportation personnel responsible for inservice training; driver education classes; teacher inservice training programs; and interested lay groups. (Photographs may reproduce poorly.) (Author/MLP)

ED 089410
EA 005 997
APR 30 1974

ADMINISTRATION OF PUBLIC SCHOOL TRANSPORTATION

SCHOOL BUSINESS ADMINISTRATION
PUBLICATION NO. 6

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Wilson Riles — Superintendent of Public Instruction
Sacramento, 1972

Administration of Public School Transportation

1972 Edition

Prepared cooperatively by

The Bureau of Administrative Services
of the California State Department of Education

and

The Transportation Committee of the
California Association of School Business Officials

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

This publication was edited and prepared for photo-offset production by the Bureau of Publications, California State Department of Education, and published by the Department, 721 Capitol Mall, Sacramento, California 95814.

Printed by the Office of State Printing and distributed under the provisions of the Library Distribution Act

1972

FOREWORD

I have read the Department of Education's latest statistics on pupil transportation in California, and the figures are almost beyond comprehension:

- We have approximately 13,000 school buses operating within the borders of our state.
- Our buses travel more than 151 million miles each year on all kinds of roads and streets and highways.
- Over 1 million children ride those buses to and from most of our 7,000 schools each day the schools are in session.
- We spend over $81 million annually to transport our children from their homes to the schools.

Although I may have difficulty, as many of you may have, in visualizing the movement of 1 million children in thousands of buses, I see very clearly the responsibility entrusted to us: the safety of each child. And that responsibility cannot be – must not be – expressed as a statistic.

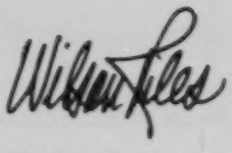
I applaud the excellent driving record that has been compiled by our school bus drivers – the safest in the transportation field. We should recognize far more often than we do the fine driving records of the men and women who sit behind the wheels of the yellow school buses. At the same time, however, we must increase our efforts to help those same drivers maintain such records.

We know that the safest transportation vehicle for a child is a school bus driven by a well-trained professional driver, but such drivers are becoming harder and harder to find. As one solution to this problem, the State Department of Education, in conjunction with the California Office of Traffic Safety, has developed a statewide school bus driver instructor course funded under the provisions of the National Highway Safety Act. The program was designed to train instructors in numbers large enough to train or retrain all the school bus drivers in our state.

In addition to the school bus driver instructor program, the Department has developed materials to help you who have responsibility for maintaining safe and efficient pupil transportation systems in the communities of California. One of the items we have produced

for you is this publication, and I hope that this new edition will help you in your highly important task as its predecessors have in the past.

It is because we care – you and I and the parents of the children we serve – that we work so hard to provide the best and safest transportation in the world for our children. I will not be satisfied with percents of safety; I am equally certain the parents who entrust the safety of their children to us will not be. I will be satisfied when I know that together we have provided the safest mode of transportation we are capable of providing for each child.



Superintendent of Public Instruction

PREFACE

Most school systems would have difficulty existing without some form of pupil transportation. In rural and suburban areas, other means of transportation are often completely lacking, and without school buses many children would be forced to walk miles along dangerous country roads, city streets, and busy freeways. In fact, even the expanded curriculum and facilities found in today's modern schools would not be economically feasible were it not for the fact that school buses transport large numbers of children to one location safely.

Providing such transportation for the children in California's public schools is the responsibility of the school district governing boards of this state. This publication was designed to help these local governing bodies determine what their transportation needs are and to help guide them in the selection of an appropriate and adequate transportation system. In addition the publication contains information on the establishment, operation, and maintenance of a school bus fleet. It should also be of value to school administrators responsible for the operation of pupil transportation systems; governing boards that wish to evaluate their pupil transportation systems; pupil transportation personnel responsible for inservice training; driver education classes; teacher inservice training programs; and interested lay groups.

This publication is one of several documents that have been prepared by the Bureau of Administrative Services to help school districts maintain safe transportation for the school children of this state. Others include *Guidelines for the Development and Implementation of School District Governing Board Policies Related to Pupil-Passenger Conduct, Manual for California's School Bus Driver Instructor Course, Manual of First Aid Practices for School Bus Drivers,* and *Regulations and Laws Relating to Pupil Transportation in California.*

However, we recognize that publishing documents of this kind, developing training programs, and having laws on pupil transportation passed are meaningless actions without the dedication of those who have the day-to-day responsibility for driving the children to and from school. Therefore, if the publications, the programs, and

the laws are not helping the drivers, let us work together to change them or to do whatever else is necessary to ensure the safe transportation of our children.

EDWIN H. HARPER
Deputy Superintendent of Public Instruction for Administration

MARION B. SLOSS
Chief, Bureau of Administrative Services

CONTENTS

	Page
FOREWORD	iii
PREFACE	v
CHAPTER	
I. LEGAL PROVISIONS FOR THE TRANSPORTATION OF PUPILS IN CALIFORNIA	1
Transportation of Pupils Between Home and School	1
Operation of District-owned or Rented Buses	2
Transportation Secured by Contract	2
Transportation by Other School Districts	3
Payments to Parents and Guardians in Lieu of Furnishing Transportation	3
Payments to Parents and Guardians for Board and Lodging in Lieu of Furnishing Transportation	4
Transportation of Pupils Other Than That Between Their Homes and the Schools of the District	4
School Athletic Contests, Other School Activities, and Fairs and Expositions	4
Out-of-State Trips	5
Community Recreation	5
Outdoor Science and Conservation Education	5
Forestry Classes	5
Agriculture Classes	5
Transportation of Teachers, Other Employees, and Volunteer Adults of a School District	5
Transportation of Pupils Attending Schools Other Than Public Schools	6
Transportation of Exceptional Children	7
Provisions for County Superintendents of Schools	7
Transportation of Physically Handicapped and Mentally Retarded Minors	7
Transportation of Pupils Attending Emergency Schools	8
Transportation of Teachers and Other Employees	8
II. PLANNING A SYSTEM OF PUPIL TRANSPORTATION	9
Survey to Establish Need for Transportation	9
Analysis of Survey Findings by Governing Board	12

Types of Transportation Services 13
District-owned Bus Operation 13
Contract Operation 14
Payments Made to Parents or Guardians in Lieu of Payment for Transportation 15

III. PLANNING THE OPERATION OF A PUPIL TRANSPORTATION SYSTEM 16
Routing 16
Suggestions for Route Planning 16
Types of Routes 17
Route Service 18
Scheduling 19
Bus Stops 20
Time Schedules 21
Assignment of Buses 22
Loading and Unloading Pupils 23
Special Transportation Requests 25
Intercommunication 25
Control of Pupils on Buses 26

IV. RESPONSIBILITY OF DISTRICT PERSONNEL IN THE OPERATION OF A PUPIL TRANSPORTATION SYSTEM 29
School Superintendent 29
Transportation Supervisor 29
Bus Driver 30
Qualifications 31
Inservice Training 31

V. THE PURCHASE OF A NEW SCHOOL BUS 33
Suitable Type of Bus 33
Conventional Type 34
Transit Type 34
Pleasure-Car Type 35
Operational Requirements 35
Analyzing Operational Requirements 35
Considering Power Plant Requirements 36
Selecting a Bus with Appropriate Capacity 36
Determining Correct Size and Type of Tires 37
Determining Correct Type, Capacity, and Ratio of Rear Axle . . . 37
Determining Correct Transmission 37
Determining Proper Equipment 37
Bus Standards 39

Bus Specifications 39
Engine 39
Chassis 40
Accessories 41
Body 41
Purchase Plan 42
Calling for Bids 42
Receiving and Opening the Bids 42
Awarding of Contract 43
Terms of Payment 43
Cash Payment 43
Contract Payment 44
Delivery of New Bus 44

VI. THE PURCHASE OF A USED SCHOOL BUS 45
Basic Factors 45
Operational Standards 45
Availability of Used Buses 45
District Disposition 45
Recommended Procedures for Purchasing a Used Bus 46
Plan of Purchase 46

VII. INSURANCE ON VEHICLES USED FOR TRANSPORTING PUPILS 48
Types of Insurance Coverage 48
Liability Insurance 48
Medical Payments 49
Physical Damage Coverages 50
Nonownership Liability Insurance 51
The Single Policy 52
Extent of Insurance Coverage 52
Cost of Insurance Premiums 53

VIII. REPLACEMENT OF A SCHOOL BUS 54
Procedures for Bus Replacement 54
Disposal of Replaced Bus 55
Allowances, Adjustments, and Payments 57
Amount of Replacement Allowance 57
"Average Purchase Prices" of New School Buses (chart) 58
Special Adjustments 59
Payment of Replacement Allowance – Methods of Payment . . . 60
Payment of Replacement Allowance – Actual Amount of Payment According to Regulations 62

IX. MAINTENANCE OF SCHOOL BUSES 64
Preventive Maintenance 64
Extent of Services 65
Maintenance by Contract 65
Competent Service Personnel 65
Periodic Bus Inspections 65
Repair Maintenance 69
School District Policies Regarding Repair Work 69
Annual Overhaul 70
Emergency Repairs 70
School Bus Garages 70
Mobile Equipment 71
Spare Bus 72
Suggested Chart for Inspection and Maintenance of School Buses . . 72
Chart for Inspection and Maintenance of School Buses 73

X. HEALTH AND SAFETY 77
Health Considerations 77
Cleanliness of Buses 77
Proper Heating and Ventilating 77
Appropriate Time Schedules 77
Travel Time for Pupils 78
Walking Conditions 78
Authority of Driver 78
Safety Measures 78
Provisions for Seating 78
Conduct of Pupils 79
Safe Driving Practices 80
Rules and Policies for Making Stops 82
Rules and Policies Relating to Accidents 84

XI. TRANSPORTATION OF EXCEPTIONAL CHILDREN 88
Methods of Transportation 88
Transportation in School Buses on Regular Schedules 89
Transportation in Class 2 School Buses and Vehicles of the Pleasure-Car Type 89
Transportation by Taxicabs 89
Transportation by Parents 90
Allowances for Transportation 90
Physically Handicapped 90
Mentally Retarded 90
Additional Allowance for Special Transportation 90

XII. TRANSPORTATION OF PUPILS FOR PURPOSES OTHER THAN TRAVEL BETWEEN HOME AND SCHOOL 91
Legal Authorization 91
Various School Activities; Fairs and Expositions 91
Community Recreation 92
Out-of-State Travel for Twelfth Grade Students 92
Harvesting Crops 92
Policies of Governing Boards 93
General Rules 93
Rules Regarding Trips for Educational Purposes 93

XIII. TRANSPORTATION EXPENSE RECORDS 95
Areas of Expenditure and Operation 95
Budget Classification 96
Accounting Records 98
Operational Records 98
Suggested Types of Bus Records 100
Basic Information 101
Content and Procedures 101
Sample Records and Reports 102
Bus Driver's Daily Report 103
Monthly Report of Bus Transportation 104
Monthly Bus Report 106
Annual Bus Report 107
Annual Report of Transportation Expense 108

XIV. STATE ALLOWANCES FOR PUPIL TRANSPORTATION 110
Computations of Transportation Allowances 110
Prorating of State Reimbursement for Approved Transportation Expenses 112
Excessive Expenditures of a School District for Pupil Transportation 112
Minimum Distance Limitations 113
Sparsity Allowance 114
Newly Organized Unified School Districts 114
Current Expense of Pupil Transportation 115
Capital Outlay Expenditure 115

APPENDIXES

A. STANDARDS AND SPECIFICATIONS 119
Standards Suggested for Use in Writing School Bus Specifications (for Conventional Buses) 119

Standards Suggested for Use in Writing School Bus Specifications (for Transit-type Buses) 122
B. CONTRACT FORMS 125
Lease with Option to Purchase 125
Contract with Transporter 128
Contract for Transportation 129
Notice for Bids 130
Call for Bids for Transportation Contracts 131
School District Contract for Bus Driver 132

Chapter I

Legal Provisions for the Transportation of Pupils in California

California school districts that are now providing or planning to provide transportation for pupils should have full knowledge of the legal provisions pertaining to such transportation as they are set forth in the Education Code and in the California Administrative Code, Title 5, Education. These provisions and comments regarding them are outlined in this chapter. For the convenience of the reader, the materials are grouped as follows:

- Transportation of pupils between home and school
- Transportation of pupils other than that between their homes and the schools of the district
- Transportation of pupils attending schools other than public schools
- Provisions for county superintendents of schools

Transportation of Pupils Between Home and School

The governing board of a school district, with the written approval of the county superintendent of schools, may provide for pupil transportation to and from school whenever in the judgment of the board such transportation is necessary.[1] In order that the school district may be reimbursed by the state for such transportation, the distances involved in the transportation of pupils at the various grade levels must be no shorter than those specified as follows:[2]

For pupils attending kindergarten or grades one, two, or three – ¾ mile

For all other pupils attending an elementary school – 1 mile

For all students in grades seven, eight, or nine attending a separately maintained three-year junior high school – 1 mile

For all students in grades nine, ten, eleven, or twelve attending a four-year junior high school, a high school, or a community college – 2 miles

[1] Education Code Section 16801.

[2] California Administrative Code, Title 5, Education, Section 15241.

For all students in grades thirteen or fourteen attending a community college – 3 miles

If a school district wishes to provide such transportation, the governing board of the district should formulate and adopt a resolution indicating its intention to furnish transportation, the type of transportation to be provided, and the eligibility of pupils to be transported; and present the resolution to the county superintendent of schools for his approval. When the county superintendent's approval is received, the board may then legally proceed to transport pupils between their homes and the schools of the district.

The governing board of a school district may utilize any or all of the several ways to provide pupil transportation to and from school. They are described in the paragraphs that follow.

Operation of District-owned or Rented Buses

Education Code Section 16801. The governing board of a school district may purchase or rent and provide for the upkeep, care, and operation of vehicles to transport pupils between their homes and the schools of the district.

Education Code Section 16302. The contract for the purchase of the bus or buses as required for providing pupil transportation must be approved in writing by the county superintendent of schools.

Education Code Section 18054.6. School districts for which transportation expenses are substantially affected by sparsity of population are eligible for an additional transportation allowance.

Education Code Section 18056. Additional mileage resulting from changes in the location of schoolhouses or reorganization of attendance centers as a result of unification may be claimed for any one of the first five years of unification.

Education Code Section 18058. The cost of the additional school buses that are necessary as a result of unification of the school district may be claimed for the first five years the district purchases school buses.

Transportation Secured by Contract

Education Code Section 16801. This section provides that a governing board may contract with a common carrier or a responsible private party for the transportation of pupils between their homes and the schools of the district. Furthermore, the governing board may contract with parents or guardians for the needed transportation of children.

Education Code Section 16802. When an expenditure of over $5,000 is involved in obtaining the pupil transportation needed, bids must be secured pursuant to Education Code sections 15951 and 15952 if the contract is to be made with a person or corporation other than a common carrier. A governing board may award the contract to a bidder other than the lowest bidder. The contract must have the written approval of the county superintendent of schools.

Education Code Section 16803. Continuing contracts may be made for the furnishing of transportation to pupils between their homes and the schools of the district. However, no contract shall be for a period of more than five years, except that if such a lease provides that the district may purchase the buses or cancel the lease at the end of each annual period, the contract may be made for ten years.

Transportation by Other School Districts

Education Code Section 1062. One school district may perform a school service for another school district and receive pay from the other school district for the performance of the service, providing a contract covering the performance of, and the payment for, the school service has been entered into by the governing boards of the school districts concerned.

One school district may be able and willing to transport all or a part of the pupils of another district, yet may need to add very little mileage to its bus routes because of location of schools in the same or nearby populated areas. Thus, a high school district may transport pupils of the various elementary districts that are components of the high school district. In such cases the amount charged by the district providing the transportation should represent as nearly as possible the actual expense of providing the service. This may be determined in a number of ways, the most common measures used being the cost per pupil per year, the cost per pupil per mile, or the cost per bus per day; or an annual payment may be made based on the mutual agreement of the two governing boards as to the worth of the transportation service.

Payments to Parents and Guardians in Lieu of Furnishing Transportation

Education Code Section 16804. A governing board may make payments to parents or guardians for furnishing transportation to and from the regular day schools of the district for their children

when it is more economical for the district to make such payments than to use its own buses to service these children.

Payments to Parents and Guardians for Board and Lodging in Lieu of Furnishing Transportation

Education Code Section 16805. A school district may pay to the parent or guardian of a pupil the cost of his board and lodging at a place convenient to the school he is attending – such payment to be made in lieu of the district's furnishing transportation from home to school. However, the cost of board and lodging shall not exceed the estimated cost to the district of providing transportation for the pupil to and from his home and the school.

Transportation of Pupils Other Than That Between Their Homes and the Schools of the District

The governing board of a school district may provide special transportation to enable pupils to take part in any of the activities described in the paragraphs that follow.

School Athletic Contests, Other School Activities, and Fairs and Expositions

Education Code Section 16662. The governing board of a school district may require persons or organizations desiring to use district-owned buses to pay fees for such use in such amounts as the governing board may prescribe.

There is no legal authorization, however, for a school district to lend, lease, contract for service, or rent district-owned buses to any youth group in the community on days the buses are not in use for the transportation of school pupils.

Education Code Section 16857. Governing boards may use school buses to transport pupils attending schools of the district to and from athletic contests or other school activities, or to and from fairs or expositions held in the state or any adjoining state. This transportation may be provided on any day or days of the school year.

Education Code Section 16901. Governing boards may contract for the transportation of pupils attending the schools of the district to and from any exposition or fair, school activity, or other activity that the governing board determines to be for the benefit of the pupils in this state, and may pay for the transportation out of any funds of the district available for the purpose.

Out-of-State Trips

Education Code Section 16861. The governing board of a school district may use school buses to transport graduating twelfth-grade students attending the schools of the district to and from other states for educational excursions on any day or days of the school year.

Community Recreation

Education Coae Section 16862. The governing board of a school district may use school buses to transport persons for purposes of community recreation as provided in Division 12, Chapter 6, of the Education Code.

Outdoor Science and Conservation Education

Education Code Section 6011. The governing board of a school district may transport or arrange for transportation of pupils to and from places where outdoor science and conservation education programs and classes are being conducted whether within or without the district, provided such transportation is within the state and not in excess of a radius of 180 miles from the school or schools of the district.

Forestry Classes

Education Code Section 6012. The governing board of a school district may transport pupils to and from locations where forestry classes are maintained, whether within or without the district, in the same manner and subject to the same limitations as exist in transporting pupils to and from regular day schools of the district.

Agriculture Classes

Education Code Section 5903. The governing board of a school district maintaining an agriculture course may transport pupils to and from any classes or locations where the work of the classes is being done, whether within or without the district, in the same manner and subject to the same limitations as exist in transporting pupils to and from regular day schools of the district.

Transportation of Teachers, Other Employees, and Volunteer Adults of a School District

Education Code sections 5903, 6011, 6012, 16857, 16861, and 16862. Teachers and other employees of the school district may be

transported if they are doing work in connection with the activities authorized in the sections.

Education Code Section 16859. The governing board of a school district may use school buses within the county or counties in which the district is located to provide transportation for teachers, volunteer adults who are assisting in the supervision of pupils, and other school personnel who are doing work in connection with activities of an educational nature.

Transportation of Pupils Attending Schools Other Than Public Schools

Education Code Section 16806. The governing board of any school district may allow pupils entitled to attend the schools of the district, but in attendance at a school other than a public school under the provisions of Section 12154, transportation upon the same terms and in the same manner and over the same routes of travel as is permitted pupils attending the district schools.

The transportation of pupils according to the provisions of Education Code Section 16806 shall be restricted to actual transportation when furnished by the district to children attending the district school.

Nothing in Section 16806 shall be construed to authorize or permit, in lieu of transportation, payments of money to parents or guardians of children attending private schools.

District transportation systems are an important facet of school life.

Transportation of Exceptional Children

The governing board of a school district may also provide special transportation to meet the home-to-school needs of physically handicapped and mentally retarded minors.

Education Code Section 6423.1. The cost of transporting mentally gifted pupils or their instructors to and from those places where mentally gifted programs are being conducted is included in the special allowance granted to districts providing such programs.

Education Code Section 18060. Additional amounts are allowed to each school district for the transportation of blind, deaf, aphasic, orthopedically handicapped, or other health-impaired minors, or pregnant girls.

Education Code Section 18102. The allowances for educable mentally retarded minors and educationally handicapped minors referred to in this section include the costs of transportation.

Provisions for County Superintendents of Schools

The California Legislature has granted additional authority to county superintendents of schools for operation of school buses. Provisions of these laws are included in the paragraphs that follow.

Transportation of Physically Handicapped and Mentally Retarded Minors

Education Code Section 16858. The county superintendent of schools may use school buses for other than home-to-school purposes to transport pupils who are attending schools or classes operated by the county superintendent for the benefit of physically handicapped and mentally retarded minors. Such transportation may be provided on any day or days of the school year and may constitute trips to and from school athletic contests or other school activities, or trips to and from fairs or expositions that are held in California or in any adjoining state in which the pupils participate actively or as spectators.

Education Code Section 16902. The county superintendent of schools may, with the consent of the county board of education, *contract* for other than home-to-school transportation of pupils attending schools or classes operated by the county superintendent for physically handicapped or mentally retarded minors. Such

transportation may constitute trips within the state to and from any exposition or fair, school activities, or other activities that the county superintendent deems will benefit the pupils; and may be financed through the County School Service Fund.

Transportation of Pupils Attending Emergency Schools

Education Code sections 16858 and 16902. The county superintendent of schools may furnish transportation to pupils attending emergency schools operated by him; such transportation may be furnished on the same basis as for physically handicapped and mentally retarded minors.

Transportation of Teachers and Other Employees

Education Code Section 16860. The county superintendent of schools may use school buses within his county to provide transportation for teachers and other employees of the county superintendent in connection with activities of an educational nature.

Chapter II

Planning a System of Pupil Transportation

In considering the establishment of any program of pupil transportation, the governing board of a school district should first determine whether or not a need exists for such service. If it is found that transportation is needed, then the governing board must plan the system of transportation required to meet the needs and determine how it can be operated most effectively in terms of safety and economy.

A good pupil transportation system calls for careful planning.

Survey to Establish Need for Transportation

One of the most practicable ways of studying the transportation needs in the school district is through the use of a well-planned survey. The information obtained by a survey will enable the governing board to determine the amount of pupil transportation needed in the district and the type of service that should be provided. The survey should provide information regarding each of the following considerations:

The location of each pupil's home in relation to the schools of the district. To determine the extent of transportation needs, it is important to know the location of each pupil's home in relation to the schools of the district. For example, if pupils' homes are concentrated near schools of the district, the need for transportation is less than in a district in which pupils' homes are scattered and the schools of the area not so readily accessible to them.

The distance from each pupil's home to the school he attends. If the estimate of transportation needs is to be accurate, the actual distance from each pupil's home to the school he attends must be determined.

The grade level of the pupil. The grade level of each schoolchild in the district must be known inasmuch as both age and distance must be considered in providing transportation for pupils. Children in the lower grades are not as capable of walking the distance to school as are pupils in the upper grades and students in high school. Minimum distances for pupil transportation that is to be reimbursed by the state are established by law.[1]

The number of preschool children. The number of preschool children in the district should be known so that future needs for transportation facilities can be estimated.

Individual school starting and dismissal times. Transportation equipment can often be better utilized if school take-up and dismissal times are staggered to permit multiple bus trips. Other advantages of staggering the school day are that younger children can be picked up later in the morning, while in turn, earlier dismissal of older children makes it possible for them to participate in extra-curricular activities or in some cases to obtain part-time employment.

Proposed bus stops. All proposed bus stops should be checked thoroughly. It may be advisable to clear with the homeowner whose property is adjacent before establishing each stop. Bus stops, particularly for older students, can often be located at such spots as elementary schools, church lots, and even shopping center parking lots.

Safety of the children is of highest importance in choosing the location of a bus stop. With this in mind, districts can achieve economy of operation by placing stops so that reasonably large groups of children are loaded at one location.

---

[1]See Chapter I, page 1, for minimum distances for transportation of pupils at different grade levels.

Suitability of roads or streets in the district. It is necessary to know which roads or streets in the district are suitable for bus operation during all seasons of the year. The terrain in a district may affect the determination of which roads provide the safest and most economical bus travel.

Traffic problems. Traffic conditions may exist that expose pupils to hazards in walking to and from school. For example, main highways or freeways that pupils must cross in walking between home and school may constitute hazards of such magnitude that it is necessary to transport such pupils, even though they live within walking distance of the school.

Data processing equipment. This equipment, now in operation in many school districts, has proven helpful in gathering data such as number of children, grade level, and location of homes. Every effort should be made to utilize such time-saving devices.

As an aid in presenting the foregoing information to the governing board, an outline map of the school district is helpful. The map may show district boundaries, the schools in the district, and other pertinent information. Pushpins of different colors may be used to identify each child, location of his residence, his educational level (preschool, kindergarten through grade three, grades four through eight, grades nine through twelve, or grades thirteen and fourteen) and, if necessary, his classification according to special needs, such as physically handicapped or mentally retarded.

Finally, an inspection trip should be made over all roads in the district to determine (1) which roads may be considered suitable for the operation of school buses; (2) locations of possible school bus routes; (3) probable stops for loading and discharging pupils; (4) points along the routes where buses may conveniently turn around; and (5) locations and the nature of any unusual conditions that might make certain areas unsafe for pupils who walk to and from school.

The data collected on this tour should be noted on the map by drawing lines to indicate possible routes of school bus travel and by using pushpins of different colors to indicate stops, turnarounds, and the like. Numbered pushpins may be used to show the number of pupils that will board the bus at each proposed stop along the routes.

When the transportation map has been completed, the report of the survey findings, together with the map, should be submitted to the governing board.

Analysis of Survey Findings by Governing Board

The transportation requirements for pupils between home and school may be determined by the governing board of the school district after the board has analyzed and evaluated the information presented in the survey results. In making an analysis and evaluation, the board will find it helpful to formulate answers to each of the eight questions that follow. In formulating the answers, the board should consider any information that accompanies the question.

1. Will the school district furnish transportation for all pupils or only for pupils living in areas that are beyond some specified distance from the school?
   The governing board may establish certain areas around each school of the district and declare that pupils living in any of these areas will not be transported to school.
2. How much time each day should a child be expected to spend in travel to and from school?
   Parents may object to having their small children spend more than 30 minutes on the school bus during any one trip. On the other hand, they seldom object to having their children who are in the upper grades spend from 45 minutes to an hour on the school bus during each one-way trip.
3. What will the governing board's policy be regarding the transportation of pupils who reside in areas close to a school, but who are forced to cross freeways and heavily traveled streets and encounter traffic and other hazards when they are walking from home to school?
   This should be written policy so as to avoid any misunderstanding.
4. Will school buses serve isolated areas, or will parents be expected to bring their children to a central point to board the school bus?
   Special arrangements are frequently made for transporting pupils living in an isolated area to a point at which they can board the school bus. For example, a parent may agree to transport several of the children living in a certain part of such an area to a point on the regular school bus route for a stipulated amount. This amount of money is generally less than would be required to pay the cost of operating the school bus for the extra distance.
5. Which roads in the school district are suitable during the entire school year for the operation of school buses?
   Only roads on which buses may be safely operated in all types of weather should be considered as suitable for bus routes.

6. How many pupils live at sufficient distances from school to need transportation between their homes and the schools?
7. If pupil transportation is offered, how many school buses will be needed and what will their routes be?
8. Is special transportation needed for physically handicapped pupils?

   If physically handicapped pupils attend a special school, transportation by school bus is not always practicable. Transportation by taxicab, by private automobile, or by a district-owned station wagon or similar type of vehicle is the usual method employed. In certain instances the transportation may be provided by a neighboring school district.

Types of Transportation Services

In providing pupil transportation, the school district may own and operate its own buses or contract for the services. It may also arrange to have children living in sparsely settled areas transported in private cars.

District-owned Bus Operation

The majority of school districts in California use district-owned equipment to provide pupil transportation. These districts employ drivers for the buses and manage all phases of operating the transportation system.

Advantages of district ownership follow:

The cost of operating and maintaining a district-owned bus system is usually less than the cost of operation on a contractual basis.

District-owned pupil transportation systems are under the direct control of the officers of the school district, and any conflict between the operation of the educational program and that of the transportation service is therefore highly improbable.

Changes in bus routes and bus stops can be made when the need arises.

Study trips and other trips of an educational nature may be arranged by the school officials as desired.

Disadvantages of district ownership follow:

The responsibility for the management and operation of the school bus system adds considerably to the responsibilities of the district superintendent.

The cost of pupil transportation in a district-owned system cannot

be determined until the close of the fiscal year. Budgeting for transportation expense is difficult when the cost of this expense is not known at the beginning of the fiscal year.

Contract Operation

The governing board of a school district may contract with responsible individuals or common carriers for the transportation of pupils between their homes and the schools of the district. A continuing contract may be made for a period not to exceed five years. The cost to the district of transportation secured through a contractual arrangement may be computed on the basis of cost per mile, cost per bus day of operation, or cost of carrying one pupil for the school year.

Advantages of contract operation follow:

The contract method relieves the school's officials of all the responsibilities involved in the actual operation of the transportation system.

The governing board may accurately estimate the cost of providing pupil transportation for the ensuing year. Such estimates are helpful in formulating budgets.

No capital has to be invested in buses. This is an important consideration in many districts, especially in those with low assessed valuation and rapid growth of pupil population.

Disadvantages of contract operation follow:

Contract operation generally costs more than the district's operation of its own buses. This is to be expected, as a contractor incurs certain expenses of operation, such as excise taxes and motor vehicle taxes, and is entitled to a nominal amount of operating profit – all of which he charges to the school district; whereas a school district operating its own buses does not have to pay such taxes nor does it pay for anything more than the actual operating expenses.

Any changes or special arrangements regarding operation procedures cannot be carried out unless conferences are held with the contractor. Therefore, making changes in bus routes and bus stops and securing the use of school buses for instructional trips are likely to be more complicated in contract operations.

Under contractual arrangements the buses used for transporting pupils are also frequently used for public transportation during

the greater part of each day. It is more difficult to keep them in satisfactory condition than it would be if they were used only for conveying pupils and were available the rest of the day for necessary repairs. It is, therefore, frequently difficult for a school district to enforce high standards of maintenance and repair even though the contract states specifically the standards that must be met under all conditions.

Payments Made to Parents or Guardians in Lieu of Payment for Transportation

It is often found that an efficient way of transporting pupils who live in sparsely settled areas is to arrange for persons living in the areas to transport the pupils in their private cars. Governing boards may pay these individuals a sum not to exceed the actual cost of operating the cars in providing the service.

If, in the judgment of the governing board, it would be more economical to pay for the pupils' board and lodging at a point close to the school than to pay for their transportation, such payments may be made to the pupils' parents or guardians. The amount in any instance shall not, however, be in excess of the amount it would cost the governing board to pay for the transportation of the pupil between home and school.

Chapter III

Planning the Operation of a Pupil Transportation System

In planning the operation of a pupil-transportation system, school officials must consider each detail involved in the operation; e.g., routing buses, making schedules for trips, adopting rules and regulations for the loading and unloading of pupils, handling special requests for transportation, providing effective means of intercommunication in the district, and determining policies that relate to the control of pupils on the buses.

Routing

The routing of school buses must be planned in such a way that the needs of the school district for the transportation of its pupils will be adequately met. As indicated earlier, a map of the school district on which pushpins are used to designate pupils' homes, along with the data collected in the district survey, may be utilized in determining the routes that should be covered.

Suggestions for Route Planning

The following suggestions for the planning of school bus routes have been found useful:

Avoid whenever possible such hazards as steep hills, dangerous approaches to intersections, railroad crossings, narrow bridges, excessively narrow roads, poor surfacing, sharp curves, crowns of hills, and obstructions to visibility.

Make certain that each selected bus turnaround can be used safely.

Arrange routes so that buses will not have to cross main highways or other busy thoroughfares except at points controlled by traffic signals.

Plan routes so that children do not have to ride more than half an hour on the way to or from school. One hour is generally considered as maximum riding time for a pupil per school day.

Avoid bus stops on hills.

Route buses so that the distance covered by each bus is held to a minimum.

Plan each bus route so that the pupils picked up by the bus will constitute a full load. The number of pupils in the load cannot exceed the number of seating spaces that are available in the bus.

Administer consistently the policy of the governing board regarding the minimum distances pupils' homes must be from the schools attended before transportation can be provided for the pupils.

Have all bus routes and stops reviewed by the assigned California Highway Patrol school bus officer.

Types of Routes

School officials responsible for the planning of school bus routes should be familiar with the various types of routes that are commonly used.

Circular route. A circular route is a main or trunk route that circumscribes an area by using a road on the outgoing trip different from that used on the incoming trip. This type of bus route enables the district to house its buses in the garage at school, and it has the advantage of equalizing the amount of time pupils spend on the bus; for example, the first pupil to board the bus in the morning is the first to leave the bus in the afternoon.

"Spoke," or "shoestring," route. In the "spoke," or "shoestring," pattern, the school bus is housed at night at or near a point farthest from school. In the morning it makes the incoming trip to school, and in the afternoon it makes the outgoing trip to the designated point of housing. This type of routing is frequently used where the routes are so long that it would be impracticable to return the buses to school each night. Using the buses in this way holds mileage to a minimum.

For each route in the district, school officials should employ, whenever possible, a driver who lives at or near the point at which daily service starts and ends. When a district cannot secure drivers who live near the designated points, it may employ others and pay them on a mileage basis for driving their cars to and from work. In such cases the cost of the driver's transportation should be less than the cost of driving the empty bus from school to the starting point of

the bus run in the morning and from the end of the run back to school in the afternoon.

Trunk and feeder route. The trunk and feeder route makes provision for cars or small buses to collect children who live on side roads in thinly settled areas and bring them to main roads to meet the regular school bus. This type of routing is necessary in regions where the population is sparse and where there are great distances between schools.

Each point where a feeder car or feeder bus brings children to a main road to meet the school bus is known as a transfer point. Transfer points can be set up at homes, stores, or other locations where transfer waiting places can best be established.

Trunk and feeder routing is likely to be more complex than the other types of routing already described. For this reason the school district must ensure that the regular buses routed along the transfer points operate on a dependable schedule.

Route Service

The number of buses and drivers needed and the time schedule for each route will be determined by the way the buses will be used to provide the needed transportation.

There are a number of ways to provide service on the routes. The method or methods to be used in any school district will depend largely upon the conditions that are peculiar to the district, such as terrain, distribution of population, or weather conditions. Full attention should be given to such conditions so that the method or combination of methods most suitable to the district can be selected.

The following are brief descriptions of the types of routes commonly used by school districts.

Single trip. A single trip is made each morning and each afternoon by one bus for each route. This type of service is usually found in areas where pupils live widely apart along the routes of the district and where each route is long. Because of the length of the bus run, there is little or no time for the bus to be used on any other route. If the single-trip plan is utilized, the number of buses and drivers will be equal to the number of routes on which service will be provided.

Multiple trips. Multiple trips consist of two or more trips made by the school bus each morning and afternoon. This type of service is generally well adapted to areas of dense population where most or all of the routes are short. Multiple trips can be scheduled in a number

of different ways, the choice of schedule depending upon the needs and conditions of the district.

A bus may be scheduled to cover a long route, arriving at the school 20 minutes early, and then service a short route, arriving at school just before school opens.

In areas where the same school buses transport elementary school pupils and high school students, maximum use of the buses can be achieved if the high school opens and closes earlier than the elementary school. Under this arrangement it is possible to transport high school students on the first morning trip and return to pick up elementary pupils on the second trip. In the afternoon, high school students are taken home on the first trip and elementary pupils, on the second trip.

Because of better utilization of driver time, the multiple-trip plan for the school buses can reduce the cost of pupil transportation as much as 50 percent. However, if the multiple-trip plan is used, the trips should be scheduled so that there will be no disruption of the instructional program.

Scheduling

In the development of a pupil-transportation system, scheduling involves determining the bus stops, planning the time schedule for each route, and assigning buses. The completed schedule can be

Efficient scheduling is important to school bus operation.

tested by making trial runs on each of the routes or by having a school official ride the buses to observe how the schedule functions.

Bus Stops

Every effort should be made to locate bus stops at points where pupils can be loaded and discharged safely and conveniently. For example, stops should be located on level areas and at locations where the bus can be seen from reasonable distances by drivers of vehicles approaching from any direction. Stops should not be located at points that would force pupils to cross heavily traveled roads, streets, or thoroughfares.

Section 14268 of the California Administrative Code, Title 5, Education, mandates that no school bus stop shall be located at a point wherein a stopped bus would not be within clear view of approaching drivers from a distance of 250 feet in each direction. This section also eliminates school bus stops located closer to a railroad crossing than 200 feet and stops on the left-hand side of any highway.

In rural areas the school bus may need to stop at or close to an individual pupil's home rather than at a central gathering point. In more populated areas pupils may be required by the school board to walk to certain designated bus stops that are located at intervals along the route. The elimination of bus stops can save the district considerable expense, but care must be taken that no pupil has to walk an unreasonable distance to a stop.

In areas where vehicular traffic is heavy, bus stops should be located in such a manner that normal traffic will not be unnecessarily disrupted. On roads or streets that are heavily traveled, stops should not be spaced so close together that they will cause traffic to pile up behind the bus when it stops to load or discharge pupils. Some school districts adopt the policy of not establishing any pupil stops on heavily traveled thoroughfares. Where such policy is in force, some other method of loading and discharging is used. For example, the bus leaves the thoroughfare at certain intervals and loads or discharges pupils at bus stops located on a side street or side road that parallels the main thoroughfare.

In congested areas only the smallest possible number of pupils should have to cross a street or road at busy intersections; careful planning can hold such instances to a minimum. In urban areas stops can sometimes be established at the middle of a block rather than at

intersections so that loading and discharging of pupils will not interfere with normal traffic.

Time Schedules

To fix accurately the time schedule of stops that a school bus will make along the route, an actual trial run of the route has been found helpful. A school bus not only travels at a relatively low rate of speed but also makes frequent stops to load or discharge pupils. Consequently, the number of miles traveled in an hour is less than in vehicles not required to make regular stops. A national survey made in 1948 revealed that 49 minutes were required to cover an average bus route 11.9 miles long. An estimate of the time it takes a school bus to travel a given route may be determined by multiplying the length of the route (in miles) by two and adding one minute for each stop made.

Personnel who have the responsibility of planning time schedules should give full attention to the following considerations:

Adequate time must be allowed for the bus to be driven at a safe speed in any traffic condition that may arise.

Time must be allowed for the bus to stop long enough to make certain that the pupils board or leave safely and that they get clear of the bus before it starts again.

Time should be allowed to ensure that the bus can operate on schedule under all weather conditions that are normally encountered. Under no circumstances should a bus driver endeavor to maintain a schedule when weather or other conditions make it unsafe to do so.

After all considerations have been sufficiently explored and accurate timing for each route has been established, time schedules should be printed. Each schedule should name the locations of the bus stops and give the time the bus will arrive at each stop for loading or discharging pupils. Each bus should carry a copy of the time schedule for the route to which it is assigned, and a copy of such schedule should be on file in the school office. In addition, a time schedule should be furnished to every pupil riding the bus.

A closely observed time schedule will help to coordinate the routine of the home with the school bus schedule; it will help ensure that the bus will not have to wait needlessly for pupils, that pupils will not have to wait unreasonably long at bus stops, and that classes

at school will be able to start on time. School bus drivers should therefore make every effort to operate their buses on time and should never leave a pupil stop ahead of schedule. No risk should be taken, however, that will in any way lessen the safety of the driver, the pupils, or others.

A district policy should be determined as to how long a bus driver should wait for children to reach a bus stop. Normally, pupils should be at the bus stop at the scheduled time, but certain conditions such as bad weather, an accident en route to the bus stop, or an emergency at home may make it difficult or impossible for a pupil to be on time. Children and parents should know the procedure to follow in the event a child misses his bus.

The policy adopted by the school district in regard to this matter should be well defined, appropriately publicized, and clearly understood by drivers, pupils, and parents. The policy must be effectively enforced, although common sense should be applied and consideration given to unusual conditions or occurrences that may justify exceptions to the rule. A time schedule that is adhered to will do much to remove or reduce the difficulties, for if children and parents know that the bus will arrive at the bus stop at the scheduled time, the children will be sure to be there.

Transfers of children from one bus to another should be avoided whenever possible. However, transfers are necessary in some instances to ensure the efficient operation of the district's transportation system.

Two buses involved in a transfer service may each serve a different school and may operate according to a different time schedule. In such cases the schedules should be so arranged that neither bus waits at the stop for more than ten minutes. Plans must be made to care for pupils who are to be transferred from the first bus when the second bus does not arrive at the transfer point as scheduled. A possible solution to this problem is to require the bus carrying the pupils to leave its regular route, take the pupils to their destination, and then return and complete its regular run.

Assignment of Buses

The number of routes and the way buses are used to serve the routes determine the number of buses needed. Careful planning in the development of the transportation schedule is a must; every effort should be made to secure maximum use of buses in providing

the needed transportation. The schedule must be well planned if the district's bus service is to be operated efficiently.

Loading and Unloading Pupils

Since continuous supervision of pupils transported is a responsibility of each school, buses should not arrive at school before the building is open and an adequate teaching staff is on duty. When a bus arrives, the children must remain seated until the bus has come to a standstill and the driver has opened the bus door. The unloading itself should be orderly, without any crowding or pushing. Many schools require pupils to remain seated until they stand up, a row at a time, to leave. A staff member may be assigned to meet the buses and supervise the children as they walk from the bus to the building.

At the end of the school day, pupils who are to ride the school bus should walk in an orderly manner from the classrooms to the loading area. There should be no congestion in the loading area and no crowding at the bus entrances. Personnel who supervise the loading have responsibility for seeing that every pupil boards the right bus. Pupils should board their buses as quickly as possible, but always in a safe and orderly manner, and they should take their seats without delay or disturbance.

Supervision ensures orderly loading and seating in the bus.

Administrative Code, Title 5, Education, Section 14269, specifies that whenever a school bus stops to discharge or load pupils who must cross the street or highway at any point where traffic is not controlled by a traffic officer or official traffic signal, the flashing red light signal system shall be operated as provided in Section 22112 of the Vehicle Code. The pupils shall cross the street or highway in front of the bus, unless laws regulating traffic prohibit pupils from crossing in front of the bus, in which case they may cross behind the bus. The bus shall not be moved until all pupils who must cross the street or highway upon which the bus is stopped have done so, nor until the driver has ascertained that other pupils not crossing the roadway are a safe distance from the bus. The driver shall not permit the pupils boarding or being discharged from the bus to cross the street or highway upon which the bus is stopped until they may safely do so. At school bus stops described herein, the driver shall escort pupils attending elementary schools across the street or highway upon which the bus is stopped, and shall, if necessary, escort other pupils across the street or highway.

It is the school's responsibility to see that each pupil leaves the bus at the stop nearest his home. Each driver should be supplied with a list showing the name and home address of each pupil transported in his bus and designating the bus stop for each pupil. The driver should be required to check his load carefully before departure. The absence of any pupil should be reported immediately to the staff member in charge.

Prior to the dismissal of classes, each school bus should be stationed at an assigned place in the loading area. Some districts employ the fence-and-gate system, which requires each bus to load and discharge pupils at a specified gate. Certain districts provide for buses to be loaded and under way before pupils who are not transported are dismissed.

Several techniques have been suggested as means of helping very young children to board the right bus at dismissal time and to recognize the right stop at which to leave the bus. One is to conduct practice bus runs prior to the opening of school in September. Another is to carry parent supervisors on the bus during the first few days of school. Teachers can be very helpful. They can often assist in getting children on the proper bus and can provide name and stop tags for the individual pupils, which are of great help to the driver.

When such activities as athletic practices and play rehearsals are scheduled after the close of the regular school day, drivers should be

notified that certain pupils are excused from the regular afternoon bus run.

The protection of pupils from the hazards of vehicular traffic is very important in the loading and unloading of a school bus. Whether located within the school grounds or alongside a street, the loading area must be protected.

Pupils should be instructed in orderly behavior and in the application of safety rules. The loading and discharging of pupils should be well planned. Adequate supervision will benefit the children and ensure their safety in traveling to and from school.

Special Transportation Requests

The problem of developing a workable policy governing special transportation requests made by parents is one frequently faced by school administrators and boards of education. One mother may ask that her son be allowed to get off at his grandmother's house; another parent might request that her boy ride a bus other than his regular one so that he can spend the night at a friend's home. Such requests should be made in writing, and whenever any doubt exists as to their authenticity, they should be verified.

A clearly outlined procedure should be used in handling such requests. This procedure may require, for example, that requests for special transportation be left with an office secretary at the school for approval by the principal or by his representative. After such approval has been granted, the secretary must notify the driver of each bus as to which children will not be present on a regularly scheduled trip, or which ones are to be permitted to leave a bus at other than the regular zones.

Intercommunication

Personnel in charge of the operation of a pupil transportation system, as well as the pupils' parents and the pupils, should keep informed regarding operation procedures. The school district must set up channels of communication in such a way that information about its transportation services can be disseminated speedily and effectively and reach everyone concerned. It must also give efficient and appropriate attention to incoming inquiries, requests, suggestions, and complaints.

Following is a list of ways by which information regarding school bus operations can be satisfactorily disseminated:

Bulletins – to explain to bus drivers policies and regulations regarding the operation and assignment of buses

Meetings – to provide opportunity for bus drivers to share information regarding safe driving practices

Public press – to inform the public of the record of safety maintained by the school district in operating its buses over a given number of miles for a given period of time

Conferences – to discuss with each bus driver solutions to disciplinary problems that arise as a result of the behavior of pupils who ride the buses

Circular letters – to inform parents of new routes that are planned or of changes that are made in routes now being covered

Telephone calls – to provide quick contact between bus drivers and the school or between parents and the school in emergencies

Radio and television – to inform the public of the procedures the schools will follow in emergencies

Letters – to answer parents' inquiries regarding transportation policies and the schedules that are maintained

Public address system – to instruct pupils who are assembled to enter a bus regarding rules and regulations they are to follow while they are riding the bus

Control of Pupils on Buses

All pupils must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of pupils who ride school buses.

State regulations regarding the authority of the driver include the following:

1. Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus.
2. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation on a school bus.
3. The driver of any school bus shall be held responsible for the orderly conduct of the pupils while they are on the bus or are being escorted across a street, highway, or road.
4. A bus driver shall not require any pupil to leave the bus before such pupil has reached his destination.

Governing boards *must adopt rules and regulations* to enforce the foregoing state regulations. Board rules shall include, but not be limited to, specific administrative procedures relating to suspension

of riding privileges and shall be made available to parents, pupils, teachers, and other interested persons.[1]

Other state regulations related to the control of pupils on buses are as follows, with the pertinent section of the California Administrative Code, Title 5, Education, in parentheses:

1. Standees shall not be permitted on a school bus. A school bus shall not be put in motion until all pupils are seated (14249).
2. No school bus shall stop to load or discharge pupils except at stops regularly designated by the governing board (14268).
3. No pupil shall engage in unnecessary conversation with the driver while the bus is in motion (14272).
4. Smoking in a school bus shall be prohibited whenever pupils are aboard (14250).
5. No intoxicating liquor shall be transported at any time in a school bus (14251).
6. No animals shall be transported in a school bus except muzzled guide dogs accompanying blind pupils (14252).
7. No loaded weapons of any sort, except side arms carried by authorized police officers, shall be transported on a school bus (14253).
8. No person shall be allowed to occupy such a position in a school bus as will interfere with the vision of the driver to the front, to either side of him, or through the mirror to the rear, or will interfere with the operation of the bus (14271).

The following rules are suggested as being necessary supplements to those required by law:

1. All pupils shall remain seated while the bus is in motion.
2. Nothing shall be thrown within the bus or out the windows.
3. Pupils who are to leave the bus last shall use seats in the rear of the bus.

Parental support is important to pupil management. School personnel should make every effort to establish good relationships between the schools and the homes. Parents should know the true facts concerning school policy and should understand that the conduct of their children on the bus is a joint responsibility involving both home and school.

---

[1]California Administrative Code, Title 5, Education, Section 14263.

Discipline problems may develop in spite of all efforts to avoid them. The following steps have been found helpful in remedying such difficulties:

1. The pupil's seat is changed.
2. A conference is held between the pupil and either his teacher or the principal.
3. The parents are approached for their assistance.
4. Transportation privileges are withdrawn for a time. (However, pupils must never be put off a school bus because of misbehavior while the bus is enroute.)

Chapter IV

Responsibility of District Personnel in the Operation of a Pupil Transportation System

The school district assumes responsibility for a pupil's safety at the time he boards the school bus in the morning and retains this responsibility until he leaves the bus at the same point in the afternoon. It is essential, therefore, for a school district to assign qualified personnel to assume each phase of this responsibility.

School Superintendent

The superintendent of schools has numerous responsibilities in the operation of a pupil transportation system. Among the more important of these are the following:

1. To provide information to be used by the governing board in determining policies relating to pupil transportation
2. To make policy recommendations to the governing board concerning pupil transportation
3. To make administrative decisions within the framework of board policy
4. To define staff responsibilities as they pertain to the pupil transportation system
5. To promote public understanding and support for the district's pupil transportation program

Transportation Supervisor

In districts operating a large number of buses, it is desirable that a part-time or full-time supervisor of transportation be appointed. Generally it is found that a school district operating 20 or more school buses has need for a full-time transportation supervisor. In smaller districts other arrangements may be made; for example, one driver might be given certain supervisory responsibilities.

The duties of a transportation supervisor include the following:

1. To ensure that the school district's rules and regulations regarding pupil transportation are being followed by all transportation personnel
2. To advise the superintendent and principals on matters involving pupil transportation
3. To maintain a continuous program of driver training
4. To purchase necessary supplies
5. To supervise school bus maintenance
6. To determine bus routes
7. To supervise bus storage
8. To make certain that transportation on each route is provided according to schedule

Bus Driver

The role of a school bus driver is an exceedingly important one. He must operate the bus that is assigned to him safely, efficiently, and economically and competently supervise pupils while they are under his care.

He can teach many of the qualities of good citizenship by requiring the pupils who ride his bus to adhere to the standards of conduct that have been established for all children using the district's buses. By consistently providing good leadership, drivers win the respect and cooperation of pupils, parents, and teachers.

The role of the bus driver is an exceedingly important one.

Qualifications

The school district must employ drivers who are fully qualified to operate a school bus. These qualifications include the following legal requirements:

Age. To drive a school bus in California, a driver must be at least eighteen years of age.[1]

Physical fitness. Each driver of a school bus must be physically fit. Before he can be hired, he must pass a physical examination administered by a registered physician.[2]

Licenses. Each driver of a school bus must possess a valid California operator's license and a valid California school bus driver's certificate.[3] The handbook, *Regulations and Laws Relating to Pupil Transportation in California,* published by the California State Department of Education, contains the information necessary for passing the California school bus driver's written examination and should be studied carefully. An examination on first-aid practices is included in the requirements for the bus driver's certificate. The first-aid certification is valid for the term of the bus driver's certificate.[4]

The Department of Motor Vehicles requires each applicant for a school bus driver's certificate to be fingerprinted. This requirement is in addition to any other fingerprinting requirements for classified employees contained in the Education Code.[5]

Inservice Training

Each driver of a school bus should be given the following:

1. On-the-road practice in an empty bus
2. Instruction concerning bus routes, bus stops, time schedules, and other phases of route service
3. A statement of local policies and regulations, including those involving pupils, parents, and the general public
4. Training in the supervision of children

A program of continuous training for bus drivers is the responsibility of the superintendent or transportation supervisor. The

---

[1]Vehicle Code Section 12516.

[2]*Driver's License Examiner's Manual,* California State Department of Motor Vehicles.

[3]California Administrative Code, Title 5, Education, Section 14220.

[4]Vehicle Code Section 12522.

[5]California Administrative Code, Title 5, Education, Section 14221.

program may call for group conferences, individual conferences, bulletins, visual-aid materials, and supervision on bus routes by the superintendent or transportation supervisor. Certain county superintendents of schools make provision for countywide conferences of noncertificated personnel; in these conferences separate meetings held for transportation personnel deal with safety practices, school bus operation, school bus maintenance, and other matters relating to pupil transportation.

During any inservice training program, drivers should be encouraged to report conditions in the district that may obstruct, complicate, or imperil bus operations; and they should be encouraged to suggest changes that might improve bus service along the routes. Throughout the program they must be helped to realize the importance of maintaining friendly relationships with all persons they contact and of showing a genuine interest in children and a concern for their well-being. The emphasis of the driver-training program, therefore, should be upon the need to work cooperatively toward the goal of providing the best possible transportation for all pupils.

Chapter V

The Purchase of a New School Bus

The governing board of a school district has wide latitude in determining the type of bus it will purchase and the manner in which the bus will be equipped.

If a governing board determines that a certain type of school bus is needed, the board may specify in its call for bids the type of chassis and body that will be purchased.[1]

The governing board should first give consideration to securing a bus of the size needed, with the features required, and built for operation in areas such as the one in which it will be used. School districts wishing to obtain maximum reimbursement for the bus when it is to be replaced should secure a bus that is sufficiently well designed and constructed to last for no fewer than 15 years.[2]

The term "school bus," as used in these regulations, refers to and includes every motor vehicle defined as a school bus by Education Code Section 16851 and Vehicle Code Section 545. Pleasure-car-type vehicles (sedans, coupes, station wagons, and other suburban-type vehicles of original standard factory run) used for transporting pupils are subject to regulations covering school buses with exceptions listed in Education Code Section 16851 and Vehicle Code Section 545.

A "Class 1 school bus" is a vehicle designed for more than 16 passengers and the driver; a "Class 2 school bus" is a vehicle designed for fewer than 17 passengers and the driver.[3]

Suitable Type of Bus

The most suitable bus for the district may be selected by examining each type of bus with the following points in mind:

- Safety and comfort
- Ease of maintenance

[1] AGO NS 956, April 12, 1938. (See also 48 Ops. Cal. AG 11, 12) (1966)

[2] California Administrative Code, Title 5, Education, Section 15323.

[3] California Administrative Code, Title 5, Education, Section 14201.

- Suitability for local road conditions
- Availability of parts and service
- Maneuverability in traffic
- Driver visibility
- Quality of construction
- Cost per passenger seat-mile

Three types of buses are used for pupil transportation: (1) the conventional type; (2) the transit type; and (3) the pleasure-car type.

Conventional Type

The conventional type of school bus has a standard truck-type chassis with the engine mounted in front and the body set to the rear of the engine. If equipped with a standard truck motor, this bus can be used to advantage in rural areas. The price for this type of bus is usually lower than that for the transit type.

Transit Type

The transit type of school bus is similar to the buses used by large transit companies. The door is located ahead of the front wheel and the motor at the rear of the bus or beneath the bus floor. It has no

The conventional type of bus has a projecting hood.

The transit type of bus has the motor at the rear or under the floor.

projecting hood. Although it can carry larger loads, it has practically the same wheel base as that of a conventional type bus. This type of bus is most commonly used in heavily populated areas where large numbers of students are transported on each trip. Its price is considerably in excess of that of the conventional type; however, this is offset in some measure by the larger passenger capacity.

Pleasure-Car Type

Sedans, station wagons, suburbans, power-wagons, and carryalls are used on feeder routes to regular school bus routes and on regular routes where only a few pupils are transported. They are also used to transport physically handicapped and mentally retarded pupils to special schools or classes. The following pleasure-car types of vehicles *do not* have to comply with regulations for Class 2 school buses under the circumstances stated: (1) passenger vehicles designed for and when actually carrying not more than seven passengers and the driver; and (2) nine-passenger station wagons when used for transportation of not more than eight pupils and the driver, *other than* (a) in the regular transportation of pupils to and from a public school; or (b) in the transportation of mentally retarded or physically handicapped pupils.

Operational Requirements

Before purchasing any school bus, a district must first determine its operational requirements.

Analyzing Operational Requirements

In determining operational requirements, a school district should consider the following points:

Chassis rating required. The chassis for a school bus should be rated by its manufacturer to carry at least the total weight of the bus when it is loaded to capacity. It is necessary, therefore, to know what the capacity load of pupils and their gross weight will be.

Types of roads on which the bus will be operated. The effects that the roads along which the bus will be routed may have upon the operation of the bus should be known. A bus of exceptionally sturdy construction will be needed for operating on unimproved roads, whereas one with ordinary construction may be adequate for operating on improved roads. A comparatively short wheelbase is needed on a route that has sharp curves and limited turning areas.

Terrain of the operating area. The bus engine must have adequate horsepower for climbing the most difficult grades in the area.

Elevation of the operating area. Any bus that is to be operated at an elevation of 5,000 feet or higher should have such carburetion modifications as are required to secure peak engine performance. These modifications should meet specifications made available by the chassis manufacturer.

Prevailing weather conditions in the operating area. The bus body should be constructed so as to give a maximum of satisfactory service in climates of the kind found in the area.

Considering Power Plant Requirements

Horsepower. The engine of the bus purchased should have adequate horsepower to operate at peak efficiency in all conditions common to the area. In no instance should the loaded gross weight of any Class 1 school bus (and any Class 2 school bus manufactured after July 1, 1970) exceed 175 pounds per certified net published horsepower of the engine at the manufacturer's recommended maximum governed revolutions per minute.[4]

Acceleration. The time required to operate along a bus route is determined in a large measure by the bus's acceleration from a stop to normal operating speed. The bus purchased should therefore be powered by a motor that will provide the acceleration required to secure a maximum amount of service from the bus.

Selecting a Bus with Appropriate Capacity

The bus purchased should meet or exceed the specifications set forth by the governing board of the school district. These specifications should be such that all state rules and regulations will be met.[5] Among other things, the specifications should clearly state the type of body to be purchased and the pupil passenger capacity of the body. Each bidder should submit a statement showing how the bus he is offering meets or exceeds the specifications.

A minimum of 13 lineal inches of seat width must be allowed for each pupil, and the amount of space allowed for each row of seats should be in accord with state regulations. Buses with the greatest pupil capacity adaptable to any given route will yield the least cost per passenger-mile.

---

[4]California Administrative Code, Title 5, Education, Section 14295.

[5]California Administrative Code, Title 5, Education, sections 14290, 14291, 14293.

If there is any question whether a bus can be operated successfully on the routes where it will be used, a trial run should be made and all phases of the operation carefully checked.

Determining Correct Size and Type of Tires

The three considerations that determine the size and quality of tires needed are (1) the gross weight of the vehicle when loaded; (2) the type of road surface on which the bus is operated; and (3) the type of operation; e.g., long runs with few stops or runs with many stops. Tire companies can advise on the type of tire tread and construction that will be suitable for a particular bus operation.

Determining Correct Type, Capacity, and Ratio of Rear Axle

Chassis that are used for school buses are available with either single reduction or two-speed rear axles. The single-reduction rear axle is generally adequate where the buses are operated on improved roads with no extreme grades. Under conditions other than these, two-speed rear axles or multispeed transmissions are generally required for efficient operation.

The operating gear ratio utilized in either type of axle depends upon (1) the size of the tires on the bus; (2) the normal operating speed; and (3) the ideal operating speed of the engine.

Determining Correct Transmission

The weight of the loaded bus and the road conditions in the area determine the most suitable type of transmission. This information should be provided the prospective bidder of a bus, who should be required to secure a recommendation from the manufacturer of the bus regarding which type of transmission will give greatest operating efficiency and to make his bid accordingly.

Determining Proper Equipment

Springs and shock absorbers. The adequacy of the springs should be determined by the manufacturer's specifications. The bus should be equipped with heavy-duty, double-acting, hydraulic shock absorbers.

Brakes. Every school bus should be equipped with a brake system that is adequate, dependable, and easy to operate. The adequacy of the system must be determined on the basis of state requirements.[6]

[6]California Administrative Code, Title 5, Education, sections 14342-14345, 14384; Vehicle Code, Division 12, Chapter 3.

The three types of brake systems available are mechanical, hydraulic, and compressed air. Compressed-air braking systems are generally considered to be best for buses carrying loads of 55 or more children.

Electrical equipment. Standard electrical equipment on a school bus chassis is usually adequate for the normal operating requirements of school buses. Care should be taken, however, that the generator is adequate for the continuous operation of the bus regardless of the extent of use that is being made of the lights and other electrically operated equipment. (Note: headlamps on school buses must be lighted at all times when the vehicle is in motion.)[7]

Tachometer. A tachometer shows the proper engine speed for each of the gears. Minimum engine wear and maximum engine efficiency may be obtained by operating within these limits. A tachometer that records the various speeds at which an engine is operated at all points on a route is valuable in determining the extent to which a bus is operated at all times so as to secure maximum efficiency from the engine. This permanent record is especially valuable in case of an accident.

Cooling system. Generally, the engine cooling system provided with a bus is sufficient for normal operation. However, a heavy-duty cooling system may be needed in certain areas. This system can be secured at small additional cost if it is specified at the time a bus is purchased.

The bus body. The body on a school bus must comply with state regulations.[8] Since the bodies on all modern school buses have steel frames and steel or aluminum skins, the factors governing the suitability of a bus body are found in its various other features. A large number of manufacturers offer two or three lines of bus bodies. The first-line product of each company includes all engineering features and luxury appointments that the company offers. Usually, the second and third lines are less luxurious than the first line, but in most instances the same structural stability is found in all the bus bodies.

Window design. When the bus windows open downward, each window should be so equipped as to prevent water from being trapped between the bus walls. Regardless of the method used, drainage and ventilation must be adequate to keep the insides of the

---

[7]California Administrative Code, Title 5, Education, Section 14278.

[8]California Administrative Code, Title 5, Education, Section 14309.

bus walls dry and thus prevent them from deteriorating. If the windows of the bus open upward, no problem of this type exists.

Bus Standards

The intent of the standards of bus design and construction required by the state of California is to ensure the safest possible transportation for schoolchildren with due regard for the children's health and the economy of bus operation and maintenance.[9]

Bus Specifications

In writing specifications for the bus to be purchased, school district personnel must give full consideration to the provisions of the California Vehicle Code and the California Administrative Code, Title 5, Education, that are to be met. Specifications may, however, be such as to meet higher standards than those set in these codes.

It is suggested that each specification be identified as a minimum requirement or one that permits the substitution of an equivalent. Anyone who can meet or exceed the specifications covering a minimum requirement is eligible to bid. If equivalents are permitted, the governing board must determine whether a bidder's product meets the specifications.

Advice of qualified persons who operate heavy automotive equipment in the local area should be sought concerning the size of power plant they consider adequate in the area where the bus is to be operated, and this information should be used in writing the specifications for the engine.

Engine

Two types of engines are available: gasoline and diesel.

Minimum piston displacement. Engine power should be stated in terms of cubic inches of piston displacement, foot-pounds of torque developed at normal operating speed, or horsepower.

Oil filter. Three types are available: renewable cartridge, sealed unit, and built-in-design.

Air cleaner. Oil-bath type or dry-air cleaner may be specified.

Generator. Two types are available: 12-volt d.c. and 12-volt a.c. generating (rectified) system.

Cooling system. A heavy-duty radiator is desirable on school buses.

---

[9]California Administrative Code, Title 5, Education, sections 14290-14394.

Chassis

Wheel base. The wheel base must be adequate as determined by body size.

Brakes. The braking systems on all buses must comply with state regulations.[10] Compressed-air actuated brakes are generally most satisfactory for use on large buses. A hydraulic brake system is satisfactory for small buses.

Wheels. The type of wheel desired for the bus should be specified. A spare wheel and carrier should be provided.

Tires. The tires must be adequate to support the gross weight of the bus, including the weights of the spare tire, accessories, and total load of passengers and driver. Tire capacities (size and ply) are rated according to the schedule of the National Tire and Rim Manufacturers' Association. All tires on a bus must be of the same size and capacity. A school bus carrying more than 16 pupils must be provided with dual rear tires.[11]

Each school bus of the pleasure-car type must at all times be equipped with a serviceable spare tire. Each school bus not of the pleasure-car type must be equipped with a serviceable spare tire unless tire service and repair cars are available on short notice.

No tire can be placed inside a Class 1 school bus, nor can any tire compartment be allowed to project into the space used by the passengers. Spare tires must not be placed in such a position that they obstruct the view of the driver or limit the safety of the driver and the passengers.

Shock absorbers. Double-acting absorbers, installed in front and at the rear, are recommended for all school buses.

Mudguards. Flexible mudguards are desirable for each wheel.

Transmission. At least four forward speeds should be specified. Manufacturer's rating should be adequate for the size of engine used.

Clutch. The heavy-duty type is desirable. The minimum diameter required should be stated, depending on the size of engine used.

Rear axle. Rear axles are of two types: single-speed and two-speed. The two-speed axle is desirable when the operating conditions involve steep grades.

---

[10]California Administrative Code, Title 5, Education, sections 14342-14345, 14384; Vehicle Code, Division 12, Chapter 3.

[11]California Administrative Code, Title 5, Education, sections 14304, 14347.

Accessories

Exterior lights. The following numbers and types of lights should be specified: two headlights, two tail lights, two large stop lights, four clearance lights (two front and two rear), four approved red-flashing school bus warning lights, and four approved electric directional signals.

Windshield wipers. Electric and positive action, vacuum-operated or air windshield wipers are available. Either type is satisfactory.

Body

Body type. The type of bus body desired – conventional or transit – should be stated.

Interior sidewalls. Maintenance costs will be reduced if the interior sidewall is constructed of stainless steel.

Body construction. The following factors must be considered.

1. Headroom: The state minimum for bus headroom is 70 inches on buses having more than six rows of seats. Buses used to transport high school and community college students should have 72 inches of headroom and preferably more.
2. Floor covering: The floor should be covered with a fire-resistant, nonslipping material that is firmly fastened.
3. Driver's window: The driver's window must be of shatterproof glass, must have a metallic band, and should adjust by sliding horizontally.
4. Heaters and defrosters: The capacity of the heater should be in accordance with specifications of the School Bus Manufacturers Association for the weather conditions in the location in which the bus is to be operated. The heater should be equipped with a defrosting attachment capable of defrosting the entire area of the windshield.
5. Entrance door: Buses of the conventional type usually have doors that are manually operated. Doors on transit-type buses are usually operated by compressed air.
6. Stanchions and grab rails: Stanchions and grab rails should be of regular or stainless steel.
7. Seats: The weight and color of the material to be used for upholstering the bus seats should be specified. The backs of the seats should be protected with rigidized stainless steel or some similar material.

Purchase Plan

When the specifications for the new school bus are completed, the governing board will determine the plan by which the purchase is to be made.

If the board decides to purchase directly from a vendor, it must follow the provisions of Education Code Section 15951.

If the board decides to purchase through a public corporation, it must follow the provisions of Education Code Section 15954. This section permits the governing board to contract for the purchase of a school bus through any public corporation or agency that is located in the territory over which the county superintendent of schools has jurisdiction and that is authorized by law to make such purchase. The office of the county purchasing agent is one example of a public agency. In using this method, the board does not advertise for bids.

Calling for Bids

If the governing board determines that the purchase of a school bus will be made directly from a vendor, it must secure bids in the manner prescribed by Education Code Section 15951. This section provides that the board shall advertise for bids at least once a week for two weeks. The advertisement shall be carried in a newspaper that has general circulation and is published in the district, or in a newspaper circulated throughout the county, and shall specify the supplies or equipment to be furnished and the time and place where the bids will be opened. If it so desires, the governing board may specify in the notice calling for bids that each bidder (1) shall incorporate in his bid a statement that he will purchase the property being replaced and will remove it from the school premises; and (2) shall state in his bid the amount that he will allow for the old bus and that he will deduct from the bid price for the new bus.

The advice of the district attorney or county counsel should be obtained in drawing up the advertisement for bids.

Receiving and Opening the Bids

Unless the bids are to be received in a meeting of the governing board, the superintendent or an employee of the board must be designated to receive the bids at the time and place designated by the governing board and stated in the advertisement for bids. No bids

shall be accepted after the specified time. At the time and place so designated and advertised, the governing board or any person authorized by the board shall receive the bids, proceed to open them, and publicly announce their contents in the presence of the bidders or their agents.

Once the bids have been opened, a governing board cannot impose new conditions, nor will bidders be allowed to change bids or to make oral bids. The specifications may not be modified after bids have been received and a contract awarded to one of the bidders.

The State Supreme Court has held that bulletins issued to explain minor details of specifications or to make minor changes will not invalidate the award of a contract to the successful bidder when it appears that such bulletins were received in advance of the submission of bids by all prospective and actual bidders. If, in good faith, a governing board finds it has made a mistake in the specifications and that the mistake cannot be corrected, it may reject all bids and readvertise.

Awarding of Contract

By formal action of the governing board in a public meeting, the contract for the purchase of a school bus shall be awarded to the lowest responsible bidder who meets specifications and who gives such security as the board requires, or else all bids shall be rejected.[12]

After the contract has been awarded, a bidder cannot be relieved from conforming to the conditions imposed upon him in the specifications and cannot substitute something that does not conform to the specifications.

The contract must have the written approval of the country superintendent of schools.

Terms of Payment

The school district purchasing a bus may pay cash or use a contract payment plan.

Cash Payment

Payment of the total purchase price at the time of delivery is strongly recommended if the financial condition of the school district permits.

---

[12]Education Code Section 15951.

Contract Payment

A lease-with-option-to-purchase contract is the usual plan used in paying for a school bus when the district does not have sufficient funds to pay the whole cost of the bus at the time of delivery or during the fiscal year of delivery.

The Attorney General has given the following opinion:

> A school district may purchase a school bus and pay the purchase price therof over a period in excess of one school year without violating Section 18 of Article XI of the Constitution if the contract for the purchase of a bus is so prepared that the district agrees to rent the bus for the first school year involved and the district is given the option of continuing the rental agreement during each school year thereafter until the end of the period of time fixed in the contract without the district being obligated to continue such arrangements, and at the end of the agreed period, title to the bus vests in the school district without any further payment being made.[13]

This rental type of contract payment is basically a leasing of the bus from the vendor for a period of 12 months with an option for the school district to renew the lease each year for a specified number of years. If the school district does not elect to renew the lease, or defaults in payments of any amounts due the bus lessor, all the school district's rights are terminated, and the lessor becomes entitled to immediate possession of the bus. During the term of the lease-purchase contract, the school district pays all operating costs and assumes all liabilities of the bus operation. If all the terms of the lease have been met and the payments made as agreed, the school district becomes the owner of the bus at the end of the term of the lease.

Delivery of New Bus

Before delivery of the bus is accepted by the district, the bus should be inspected by an authorized representative of the California Highway Patrol and reported by such representative as complying with all the provisions of the Vehicle Code and with all other regulations that must be met.

---

[13] AGO 10189, September, 1935; and AGO 10891, August, 1936. (See also 48 Ops. Cal. AG 110, 113) (1966)

Chapter VI

The Purchase of a Used School Bus

A school district with a limited budget may need to purchase a used bus rather than a new one. If such is the case, then every precaution should be taken to make sure that the bus purchased is adequate and in sound condition. Many school districts have made sizable savings by purchasing used buses for pupil transportation and have operated the buses economically and with a minimum of trouble from mechanical failure.

Basic Factors

In planning to purchase a used bus, the district should consider its operational needs in view of availability of buses; the reason a bus is being offered for sale is also pertinent.

Operational Standards

It is apparent that in purchasing a used bus, a school district cannot write the specifications for the bus it desires; however, it should make sure that the used bus to be purchased has the features required for successful operation in the district. The available supply of used buses is usually so limited that a school district wishing to purchase one is frequently forced to consider a bus that does not have all the desired features. In no instance should a district purchase a used bus that cannot provide the required services.

Availability of Used Buses

A used school bus may sometimes be purchased from another school district; at other times one will be available only through a vendor. The procedure to be followed in purchasing from a school district differs in some ways from purchasing from a vendor.

District Disposition

School districts usually dispose of buses because such buses are either unfit or unsuited for district operation.

Unfit for pupil transportation. A bus is *unfit* for purposes of pupil transportation if (1) the bus does not comply with the rules and

regulations of the State Board of Education relating to pupil transportation, and it cannot be made to comply with them without an excessive expenditure of funds; (2) the bus has deteriorated or has become obsolescent to the extent that it is definitely a hazard to pupils being transported; or (3) the California Highway Patrol has declared it to be a hazard.

An unfit bus is usually one in poor physical or mechanical condition, and owing to its age the expenditure of a large amount of money in repairs cannot be justified. A bus thus classified is usually defective in so many respects that it is generally inadvisable to attempt to put it in the condition required for its use in providing pupil transportation.

Unsuited for use in district. A bus is *unsuited* for continued use in the district if a replacement will materially increase the efficiency of the pupil transportation system or decrease the operational cost of the system.

An unsuited bus is usually a comparatively new one that was adequate for the use of the district when purchased but that has become inadequate because of increased enrollments. However, it might be well suited for use in another district.

Recommended Procedures for Purchasing a Used Bus

When an available used bus is located, the district should take the following steps to ascertain if the bus should be purchased:

1. Ask the selling district for the operational record of the bus. This will include repairs made to the bus, consumption of gasoline and oil, and a statement of accidents in which the bus has been involved. The Bureau of Administrative Services of the State Department of Education should be asked whether the bus has been inspected by one of its field representatives. If so, a report of the inspection should be requested.
2. Hire a competent mechanic to make a thorough inspection of the bus body and chassis to ascertain the amount of repairs needed to bring the bus into first-class operating condition.
3. Drive the bus over the bus routes of the district to see if it performs satisfactorily.

Plan of Purchase

If the governing board of the school district is fully satisfied that the used bus available is adequate in size and is in sufficiently good

condition to warrant its purchase, and if the vendor is another school district, Section 15954 of the Education Code provides that the sale may be consummated without advertisement or receipt of bids. The sale is usually on a cash basis. Before any other method of purchase is used, the county counsel or the district attorney should be consulted.

If the used bus is to be purchased from a private vendor, and the price of the bus is in excess of $5,000, the provisions of Education Code sections 15951 and 15952 must be complied with. If the district cannot pay cash for the bus at the time of purchase, the payment may be made on the lease-purchase contract plan and the cost of the used bus paid over an agreed number of years.

Chapter VII

Insurance on Vehicles Used for Transporting Pupils

Every school district operating a pupil transportation system is required by law to carry liability insurance[1] and fire insurance.[2] The district may carry insurance that provides medical payments for injuries sustained by individuals using school transportation;[3] it may also insure its vehicles to meet losses caused by collision, theft, vandalism, storms, floods, and other occurrences against which reasonable insurance protection can be provided.

These coverages can be purchased separately, in various combinations in several different policies, or in a single policy. The insurance program should cover not only school buses but all other vehicles used in providing pupil transportation, whether or not they are owned by the district.

Types of Insurance Coverage

The principal types of insurance coverage for pupil transportation systems operated by California school districts are described and discussed in the sections that follow.

Liability Insurance

Liability insurance is designed to protect the holder against any liability claim arising as a result of an accident. It is mandatory for a school district to carry liability insurance. The district is then protected from claims arising as a result of an accident wherein a vehicle operated by the district to transport pupils causes injury to any person or persons, or causes damage to property other than the vehicle itself. Section 1017 of the Education Code reads in part:

> The governing board of any school district shall insure against: (1) the liability . . . of the district for damages for death, injury to person, or damage

[1] Education Code Section 1017.

[2] Education Code Section 15802.

[3] Education Code Section 11853.

> or loss of property; and (2) the personal liability of the members of the board and of the officers and employees of the district for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his office or employment. . . .

The principal coverages in liability insurance are as follows:

Bodily injury. If, in the ownership, operation, or maintenance of a vehicle used by the district for pupil transportation, an accident causes bodily injury to any person or persons, the bodily injury feature of liability insurance protects the district against claims submitted for damages sustained by such person or persons, including cost of care and remuneration for loss of employment due to the injury, and against claims that arise as a result of death caused by the injury.

Property damage. If a vehicle owned, operated, or maintained and used by the district for pupil transportation is involved in an accident which causes damage to or destruction of property other than the vehicle itself, the property damage feature of liability insurance protects the district against claims submitted for such damage or destruction, including the loss of use of such property.

These two coverages may be written separately, although it is common practice to include the bodily injury and property damage features in a comprehensive liability policy. Another feature – medical payments – is sometimes included in the comprehensive policy, but this feature calls for separate discussion in the section that follows.

Medical Payments

A school district might deem it advisable to provide insurance protection for the pupils who use its transportation facilities in the event of accidents not attributable to negligence on the part of the district. Such protection, known as "medical payments coverage," is a form of accident insurance; it is not required by law and should not be confused with liability insurance. It is a feature that is entirely separate from liability coverage, although it possibly may be included in a comprehensive liability policy. The school insurance manual, *Administration of the School Insurance Program,* states the following:

> Accident insurance should not be confused with liability insurance. An injury suffered by a pupil or other person in an accident in which negligence

of the insured school district or its employees is not a factor does not represent a circumstance in which the school district has a legal obligation to the injured party. Therefore, such accident cases are not covered by liability insurance. If the accident hazard is to be covered by insurance, it must be covered by accident insurance.[4]

The statutory requirement to carry liability insurance does not authorize the purchase of accident insurance by a school district; however, the law makes the following provision:

> The governing board of any school district or districts which does not employ at least five physicians as full-time supervisors of health, or the equivalent thereof, may provide, or make available, medical or hospital service, or both, through nonprofit membership corporations defraying the cost of medical service or hospital service, or both, or through group, blanket, or individual policies of accident insurance or through policies of liability insurance from authorized insurers, for injuries to pupils of the district or districts arising out of accidents occurring while in or on buildings and other premises of the district or districts during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day school of such district or districts or while being transported by the district or districts to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, from, and between such places. No pupils shall be compelled to accept such service without his consent, or if a minor without the consent of his parent or guardian. The cost of the insurance or membership may be paid from the funds of the district or districts, or by the insured pupil, his parent, or guardian.
>
> Such insurance may be purchased from, or such membership may be taken in, only such companies or corporations as are authorized to do business in California.[5]

Physical Damage Coverages

Several types of insurance coverage offer protection to school districts in the event of physical damage, destruction, or loss of vehicles used to transport pupils. One of these – fire insurance – is required by law.[6] The others are optional and may be secured at the discretion of the governing boards. Available coverages include the following:

---

[4] *Administration of the School Insurance Program* (Revised edition). School Business Administration Publication No. 1. Sacramento: California State Department of Education, 1969, p. 32.

[5] Education Code Section 11853.

[6] Education Code Section 15802.

Fire and theft. Fire and theft coverages are generally written in a combined policy at a rate not greatly in excess of the rate for fire coverage alone. Although theft insurance is not mandatory, Education Code Section 15802 requires that school buses or other vehicles operated by a district for pupil transportation be insured against damage or destruction by fire. Coverage is supplied whether the fire originates inside or outside the vehicle. The fire policy usually contains provision to pay, in addition, for damages resulting from lightning and from certain hazards of transportation, such as the stranding, sinking, burning, collison, or derailment of any conveyance in or upon which a school vehicle is being transported on land or on water.

Collision. Collision insurance generally protects the district against direct and accidental damage to its transportation vehicles caused by collision of the vehicle with another object or by upset of the vehicle. This coverage is provided in three forms – convertible, participating, and deductible. If the deductible form is used, the insurer pays for losses that are in excess of an amount agreed upon in the policy. This type of insurance is especially desirable in areas where there is extreme density of motor traffic. Ordinarily, however, where extreme traffic or road conditions do not exist, a school district can, over a given number of years, repair whatever buses have been damaged by collision at a cost considerably lower than the cost of purchasing collision insurance.

Comprehensive material damage coverage. The general practice now is to insure motor vehicles against certain physical perils other than collision under one heading, rather than separately. These perils are usually designated as fire and theft, windstorm, earthquake, explosion, hail, external discharge or leakage of water (except loss resulting from rain, snow, or sleet), flood or rising water, riot or civil commotion, falling aircraft, and malicious mischief. This coverage applies to school buses as well as to trucks and passenger cars.

Nonownership Liability Insurance

The standard comprehensive automobile liability insurance policy provides a school district with complete nonownership coverage for any vehicles used for transporting pupils but not owned by the district. Those districts that do not carry the broader form of protection can purchase special nonownership coverage in a separate

policy. In this policy it is not necessary to describe the vehicles. The premium is calculated on the basis of the total number of employees and the number of employees who use such vehicles in the performance of their duties.

The Single Policy

A single comprehensive policy providing all phases of insurance needed in the operation of a pupil transportation system is generally preferred to separate policies covering different phases. In such a policy, coverage is provided for all registered land motor vehicles that are used by the school district to transport pupils, whether or not the vehicles are owned by the district and regardless of the type of ownership applying to them. A principal advantage in securing the single policy is the preclusion of certain inadequacies or complications that are likely to exist in insurance coverage when two or more policies are purchased from competing companies.

Extent of Insurance Coverage

In setting up an insurance program for its pupil transportation system, the governing board of a school district should determine what coverages, in addition to those required by law, should be provided in relation to the needs of the district and the ability of the district to purchase the insurance needed. Certain conditions and circumstances that are peculiar to the district may have a bearing on the extent of coverage that warrants careful consideration by the board. These factors include the size of the bus or buses to be used, the type of terrain the buses will traverse, the condition of the roads in the district, sparsity or density of population, the amount of vehicle traffic normally encountered on the roads or streets where the buses will be routed, weather conditions that are usual for the area, and frequency of use of the buses. Local insurance brokers or agents can assist the governing board in determining what might be considered adequate coverage.

Although liability insurance is legally required, no minimum amounts of liability coverage are specified in California law. The governing board should ascertain the extent of liability that can be incurred as a result of accident, and here again the recommendations of local insurance personnel will help the board determine liability limits that are most feasible for the district.

Cost of Insurance Premiums

Certain factors affect the cost of insurance premiums, such as density of population and the past accident record of the area in which a school district is located. For information concerning insurable values, appraisals of equipment, premium rates, methods of premium payment, and other matters related to cost, see the school insurance manual.[7]

Insurance premiums may be materially decreased by taking advantage of th following considerations:

1. Fleet discounts are allowed for five or more vehicles when insured in the same company.
2. Premium credits may be earned by establishing and maintaining a good experience record. The experience rating plan penalizes a district with a poor rating.
3. Dividends are paid by some insurance companies at the end of the policy period.

[7]Op. cit., *Administration of the School Insurance Program.*

Chapter VIII

Replacement of a School Bus

A school bus should be replaced if its mechanical condition makes it unfit for use, if its design or power make it unsuited for use in the area, or if its passenger capacity makes it unsuited for use on the route it must serve. If a bus is replaced because it is unfit or unsuited, the cost of the bus replaced is a current expense of pupil transportation for the year in which it is replaced. If a school district replacing a bus qualifies for reimbursement and has the approval of the State Superintendent of Public Instruction for a replacement allowance, the district may claim reimbursement by the state for the cost of the bus replaced according to the bus replacement formula employed by the state.

Procedures for Bus Replacement

If a school district wishes to replace a bus and does not expect to qualify for state reimbursement, the district may dispose of the bus being replaced and purchase a new one, just as it does in other transactions. If, however, the district expects to be reimbursed by the state, it must file reports as required by the state and dispose of the old bus or convert it to use other than for pupil transportation.[1] Required reports include (1) Form No. J-142 (Report of Replaced School Bus), which is prepared in quadruplicate and one copy attached to each copy of Form No. J-141 (Annual Report of Transportation Expense for Computation of State Aid for Transportation) at the time that report is submitted at the close of the fiscal year; and (2) Form No. J-143 (Report of School Buses Purchased During the Fiscal Year). Form No. J-143 is prepared immediately upon acquiring a bus, and two copies are forwarded to the office of the county superintendent of schools, who sends one copy to the Bureau of School Apportionments and Reports. Identification of a school bus on Form No. J-142 must correspond with the descriptive data for that same bus as originally reported on Form No. J-143.

[1]California Administrative Code, Title 5, Education, sections 15270(b), 15272, 15320, 15321.

If the new bus is completely paid for in cash or within the fiscal year, the entire reimbursable amount is claimed as replacement expense for the old bus. If the new bus is acquired on a lease-purchase contract, a prorated portion will be allowed each fiscal year as replacement expense on the old bus during the life of the lease-purchase contract.

When the cost of the bus being replaced is reported on Form No. J-142, interest charges should be added to the purchase price if the bus was purchased on a contract basis. If the bus was remodeled before putting it into use, costs of the remodeling should be included.

The amount of replacement expense is determined according to schedules I and II in this chapter. The reimbursement allowance for this expense is then computed by the Superintendent of Public Instruction according to the formula shown and explained in Chapter XIV.

Schedule I*

Formula for Determining State Reimbursement of School Bus Replacement Expense

Years of service	Percent for computing replacement expense	Years of service	Percent for computing replacement expense
1	0	11	73
2	0	12	78
3	5	13	85
4	11	14	92
5	18	15	100
6	26	16	105
7	35	17	110
8	45	18	115
9	56	19	120
10	68	20	125

*California Administrative Code, Title 5, Education, Section 15323.

Disposal of Replaced Bus

Before a district is eligible for a replacement allowance, the old bus must be disposed of in accordance with provisions of the Education Code or converted for uses other than pupil transporta-

tion. The district, in disposing of the bus, may use any of the procedures authorized for disposing of personal property, as follows:

1. The district may sell to the highest bidder for cash any district property that is not required for school purposes, that should be disposed of for the purpose of replacement because of unsatisfactory condition, or that is not suitable for school use. Such sale to a bidder may be done only after notice has been given for a period of not less than two weeks in a newspaper of general circulation published in the county, or after posting notice for not less than two weeks in at least three public places in the district (Education Code Section 16401).
2. The governing board of any school district may dispose of personal property belonging to the district for the purpose of replacement by providing in the notice calling for bids concerning new materials, articles, or supplies to be furnished, that each bidder shall agree in his bid to do the following: (1) to purchase the property being replaced and to remove it from the school grounds; and (2) to state the amount he will deduct from the price named for furnishing new materials, articles, or supplies as the purchase price for the personal property being purchased from the district. The board shall let the contract to the bidder whose net bid is the lowest, after deducting the amount bid for the purchase of property, if the bidder is a responsible person (Education Code Section 16404).
3. If, in the unanimous judgment of the board, the property does not exceed in value the sum of two hundred dollars ($200), it may be sold at a private sale without advertising by any member or employee of the board empowered for that purpose by the majority vote of the board (Education Code Section 16402).
4. The governing board of any school district may sell used personal property belonging to the district to another district. The selling price and terms of sale, or the lease price and terms of lease, shall be fixed by the governing board as they affect the sale or lease, and the agreement shall be approved by the county superintendent of schools. The sale or lease may be made without advertisement for bids or receipt of bids (Education Code Section 16453).
5. A replaced bus may be retained by the school district if the seats are removed and the bus used for purposes other than pupil transportation.

Allowances, Adjustments, and Payments

The following sections relate to the amount of bus replacement allowance to be computed, certain adjustments to be considered in determining the amount of allowance, and payment of the replacement allowance to the district.

Amount of Replacement Allowance

In claiming reimbursement for replacement expense on Form No. J-142, the district will compute the amount reimbursable in accordance with the following:

Allowance for expense of replacing a Class 1 school bus.[2] If the school bus to be replaced is a Class 1 (nonpleasure-car-type) bus, the basis for computation of financial allowances for replacement expense reimbursement will be the lesser of the following amounts:

1. The difference between the purchase price of the old bus paid by the district (less cost of accessories not required by law which were part of the original equipment of the school bus) and the amount received by the district for the sale, insured loss, or credit for the trade-in of the bus
2. The amount computed by multiplying the "average purchase price" of the old bus (as shown in Schedule II in this chapter) by the percent shown in Schedule I for the total years the bus was used by the district, or in case of a used school bus, the total number of years of service rendered for the district and for a prior owner or owners

In no case will the Department of Education approve an amount claimed for replacement expense on Form No. J-142 that is greater than the purchase price of the new bus as reported on the same form.

Allowance for expense of replacing a Class 2 school bus.[3] If the school bus to be replaced is a Class 2 bus, the basis for computation of financial allowances for replacement expense reimbursement will be the lesser of the following amounts:

1. The difference between the purchase price of the old bus paid by the district (less the cost of accessories not required by law which were part of the original equipment of the school bus)

[2]California Administrative Code, Title 5, Education, Section 15323.

[3]California Administrative Code, Title 5, Education, Section 15324.

Schedule II

"Average Purchase Price" of New School Buses
Class 1 (Nonpleasure-car type) Purchased from 1943-44 through 1969-70

Fiscal year purchased	Size of bus (Number or rows of seats)													
	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1969-70	$3,690	$3,774	$8,262	$6,711	$10,200	$10,509	$9,297	$17,810	$10,791	$17,334	$27,706	$29,520	$34,683	–
1968-69	3,433	3,568	8,503	6,211	9,062	9,374	8,841	10,255	11,082	12,991	27,011	19,292	32,665	–
1967-68	–	3,491	8,202	8,353	12,714	8,457	9,423	10,744	9,595	14,999	25,071	31,050	30,646	–
1966-67	–	5,095	7,482	6,022	8,396	6,628	6,809	11,909	9,519	19,827	25,029	–	28,000	–
1965-66	2,423	3,441	6,842	6,637	7,719	6,159	8,066	8,137	9,140	17,048	22,290	30,354	29,346	–
1964-65	4,613	–	5,966	6,119	6,459	7,781	6,874	8,956	8,448	14,804	20,898	26,675	27,640	–
1963-64	2,736	4,097	7,061	5,848	7,748	6,816	7,306	8,255	8,305	17,214	22,060	26,666	22,996	–
1962-63	2,756	5,073	–	5,557	8,179	9,170	7,837	7,653	8,731	15,040	20,354	26,015	26,452	$25,455
1961-62	2,768	6,548	6,005	5,916	6,391	7,089	7,583	9,585	9,467	14,503	21,171	–	24,721	–
1960-61	2,454	5,384	6,046	6,341	5,959	6,555	6,807	11,559	10,302	13,543	19,802	–	–	–
1959-60	2,624	5,524	6,388	5,587	7,419	6,560	8,032	9,213	9,981	15,969	19,708	–	25,818	–
1958-59	2,490	6,129	6,744	10,973	6,714	6,590	7,389	8,703	10,446	15,133	19,371	–	20,045	–
1957-58	3,372	8,201	6,256	7,102	6,764	6,745	7,555	9,496	9,871	15,774	18,237	–	25,075	–
1956-57	7,101	4,697	5,248	5,498	6,666	5,994	7,877	9,874	10,197	14,186	17,167	–	–	–
1955-56	3,866	4,678	4,904	4,398	5,529	5,856	7,294	8,765	9,599	14,205	15,977	–	20,300	–
1954-55	5,181	4,024	5,144	5,238	5,533	6,332	8,155	9,813	10,313	14,545	16,138	–	–	–
1953-54	3,757	5,114	5,250	6,636	5,545	6,623	8,215	9,708	12,581	13,956	15,762	–	–	–
1952-53	4,160	4,579	5,172	5,987	5,354	6,774	8,581	9,894	13,224	13,778	15,659	–	–	–
1951-52	3,151	4,751	4,946	5,424	5,494	8,427	8,215	9,697	13,013	14,343	15,246	–	–	–
1950-51	2,636	4,580	4,435	5,856	5,280	6,441	7,627	9,376	12,566	13,368	14,843	–	–	–
1949-50	2,623	3,608	4,510	5,283	5,320	6,221	7,397	8,528	11,865	13,918	14,957	–	–	–
1948-49	3,137	3,825	4,428	4,974	5,161	6,359	7,498	8,595	11,934	13,190	15,193	–	–	–
1947-48	1,700	3,523	4,649	5,801	4,912	6,115	7,746	8,723	11,472	12,714	15,652	–	–	–
1946-47	–	3,693	3,901	4,208	4,505	5,335	7,351	8,776	12,781	11,684	12,208	–	–	–
1945-46	–	3,456	3,637	4,831	3,935	5,488	6,091	7,372	9,744	11,645	11,389	–	–	–
1944-45	–	–	4,951	5,849	3,765	5,280	6,504	6,529	10,228	11,229	12,286	–	–	–
1943-44	–	–	–	3,995	4,402	5,660	7,956	–	–	–	12,761	–	–	–

EXAMPLE: The "Average Purchase Price" of a ten-row school bus purchased in 1950-51 is $9,376. Amounts expressed in dollars only.

Source: Bureau of School Apportionments and Reports, California State Department of Education. See California Administrative Code, Title 5, Education, Section 15323(b).

and the amount received by the district for sale, or credit received for the trade-in, of the bus

2. The difference between the purchase price of the old bus paid by the district (less the cost of accessories not required by law which were a part of the original equipment of the school bus) and the value of the bus at the date of application for allowance, as such value is shown in any published used-automobile wholesale value guide in general use in California selected by the Superintendent of Public Instruction

Special Adjustments

The mileage traveled by school buses under district ownership is classified as follows:

1. *Home-to-school* transportation
2. *Out-of-state* transportation (Education Code Section 16861)
3. Transportation for *community recreation* (Education Code Section 16862)
4. *Other* transportation

The replacement allowance approved for a school bus shall be reduced if the total miles traveled by all of the buses for the purpose of other transportation exceed 20 percent of the total miles traveled by all of the buses for the purpose of home-to-school transportation and other transportation. The reduction shall be in an amount which is the same percent of the approved replacement expense as the excess mileage is of the total miles traveled under district ownership by all of the buses for the purposes of home-to-school transportation and other transportation.[4]

The following examples are given for purposes of illustration:

EXAMPLE 1

In June of 1970 a school district wished to replace a ten-row, Class 1 school bus, purchased in April of 1959 for $10,500, which had a trade-in value of $500. The average purchase price for ten-row buses purchased in 1958-59 was $8,703. The total distance traveled by school buses owned by the district was 140,000 miles home-to-school and 60,000 miles other transportation.

a. Original cost of replaced bus	$10,500.00
Less trade-in	500.00
First alternate	$10,000.00

[4]California Administrative Code, Title 5, Education, Section 15325.

b. Average purchase price for ten-row buses for 1958-59	$8,703.00	
Second alternate (11 years of use = 73 percent)	6,353.19	
c. Normal replacement allowance – lesser of (a) or (b)		$6,353.19
d. Adjustment for excess other miles:		
Total mileage for all buses during year (not including out-of-state or community recreation)	200,000 miles	
Total other transportation	60,000 miles	
Allowable (20 percent of 200,000)	40,000 miles	
Excess	20,000 miles	
Excess is 10 percent of 200,000; therefore, 10 percent of $6,353.19 is deducted, or		635.32
e. Approved state replacement allowance		$5,717.87

EXAMPLE 2

In June of 1970 a school district wished to replace an eight-row, Class 1 school bus, purchased in January of 1952 for $5,800, which had a trade-in value of $300. The average purchase price for eight-row buses in 1951-52 was $8,427. The total distance traveled by school buses operated by the district was 150,000 miles home-to-school and 10,000 miles other transportation.

a. Original cost of replaced bus	$5,800.00	
Less trade-in	300.00	
First alternate	5,500.00	
b. Average purchase price for eight-row buses for 1951-52	8,427.00	
Second alternate (18 years of use = 115 percent)	9,691.05	
c. Normal replacement allowance – lesser of (a) or (b)		$5,500.00
d. Adjustment for excess other miles:		
Total mileage for all buses during year (not including out-of-state or community recreation)	160,000 miles	
Total other transportation	10,000 miles	
Allowable (20 percent of 160,000)	32,000 miles	
No excess, therefore no deduction		—
e. Approved state replacement allowance		$5,500.00

Payment of Replacement Allowance – Methods of Payment

Replacement is considered complete when the replaced school bus has been disposed of and the new bus has been delivered to the district.

Applications for replacement allowance must be filed for the fiscal year in which the replacement is completed, and, if allowed, reimbursement will be made during the next fiscal year. If the replaced bus remains in the possession of the district for a portion of the fiscal year following the delivery of the new bus, the use of the replaced bus to provide pupil transportation must be discontinued and the bus must be disposed of or converted for purposes other than providing pupil transportation.

If a bus for which a replacement allowance has been approved is continued in service after delivery of the new bus, it is deemed that no replacement has occurred; the new bus is considered an addition to the school bus fleet, and no replacement allowance is granted. Replacement allowance is made to the district only on a bus-to-bus basis; that is, a new bus must be purchased for each bus replaced.

If delivery of a new bus and disposal of the replaced bus occur before June 30 of the current fiscal year, the amount due the district for bus replacement may be claimed on Form No. J-141, Annual Report of Transportation Expense. Form No. J-142, Report of Replaced School Bus, must be completed at this time and submitted with the annual report for each year in which a replacement allowance payment is anticipated by the district.

The new bus must have been actually received by the school district and the replaced bus disposed of before June 30 of the current fiscal year in order for a school district to be eligible for replacement allowance during the next fiscal year. If both conditions are not fulfilled, the school district must wait until the end of the next fiscal year before submitting Form No. J-142.

The method of reimbursing districts for approved bus replacement is determined by the type of contract used for the purchase of the new bus. The contract may call for payment of the full purchase price on delivery of the new bus or for payment in installments over a specified number of years.

Payment of replacement allowance when bus is purchased by cash. If the school district pays cash for a new bus, the total approved replacement allowance may be claimed at the end of the fiscal year in which the old bus is disposed of and the new bus actually delivered to the district.

Payment of replacement allowance when bus is purchased through a lease-purchase contract. If a school district purchases a new bus on a lease-purchase plan, the approved replacement allowance is

prorated over the term of the lease-purchase contract, and the portion paid to the school district each year is based on the ratio that the yearly payment on the lease-purchase contract bears to the total cost of the new bus. For example:

The approved replacement allowance on a ten-row bus purchased in 1955 was $6,447.14. The new bus purchased as a replacement cost $13,000. A lease-purchase contract for five years was entered into, and the total carrying charges for the loan amounted to $1,500. The total cost of $14,500 was to be paid off in four payments of $3,000 each and one payment of $2,500. The amount of replacement allowance to be applied for each of the first four years of the lease-purchase contract would be calculated by dividing the amount of the annual payment by the total cost of the new bus and multiplying that percent by the total approved replacement allowance. The amounts of replacement allowance for each of the five years would be as follows:

First year	$\frac{3,000}{14,500}$	X 6,447.14 =	$1,333.89
Second year	$\frac{3,000}{14,500}$	X 6,447.14 =	1,333.89
Third year	$\frac{3,000}{14,500}$	X 6,447.14 =	1,333.89
Fourth year	$\frac{3,000}{14,500}$	X 6,447.14 =	1,333.89
Fifth year	$\frac{2,500}{14,500}$	X 6,447.14 =	1,111.58
Total replacement allowance			$6,447.14

Form No. J-142, Report of Replaced School Bus, must be submitted during each of the five years of the lease-purchase contract in order to ensure payment of the replacement allowance due each year.

Payment of Replacement Allowance – Actual Amount of Payment According to Regulations

Under the provisions of Education Code sections 18055 to 18057, inclusive, the state has set up a specific formula which is to be applied in determining the amount of any payment of state funds for the reimbursement of current expenses in pupil transportation. Since the replacement of a school bus entails a current expense of pupil transportation, the actual amount covering the replacement of a bus

used for pupil transportation is determined by this formula. This is true regardless of the method of payment that may be chosen in reimbursing the district for the replacement expense.

Applying the state formula means that (1) with respect to certain districts with high assessed valuation and low costs of pupil transportation, the state will pay only one-half, or in some cases less than one-half, of the replacement allowances; and (2) with respect to districts of low assessed valuation and high costs of pupil transportation, the state will pay the full replacement allowances.

Education Code Section 18061 provides that when the total approved pupil transportation expense claims from the school districts of the state exceed the amount of money available from state funds, the lower computational tax shall be raised in increments of one-tenth of one cent to a point where state funds are sufficient to pay the approved transportation expenses.

Form No. J-141, Annual Report of Transportation Expense, used in the most recent prior year, may give some indication as to the amount of money that might be expected when the state formula is applied. The existence of a deficit in the state funds for pupil transportation allowances cannot be determined until after the end of the fiscal year and after all districts have filed their transportation claims. For this reason it is impossible to predict accurately the amount of bus replacement allowance for which the school district will be reimbursed from state funds.

Chapter IX

Maintenance of School Buses

Buses used for pupil transportation should be kept in top operating condition. This requires (1) preventive maintenance services that are planned to secure peak performance over the longest possible period of time without replacing parts or making major repairs; and (2) repair maintenance services as they are required to recondition a bus that is operating below peak performance as a result of worn parts.

Preventive Maintenance

Commercial concerns operating vehicles have learned that preventive maintenance helps to keep operating costs at a reasonable level, makes it possible to secure maximum service from equipment, and is conducive to safe and trouble-free operations.

Preventive maintenance helps keep operating costs down.

Instruction manuals that accompany motor vehicles contain information concerning maintenance checkups that are needed. The recommendations are made to ensure (1) that there is sufficient pressure in the tires, water in the battery, water in the radiator, and oil in the crankcase; (2) that all moving parts are properly lubricated and are in good running order; and (3) that the brakes and lights are working properly.

Extent of Services

Preventive maintenance of a school bus includes providing regular services recommended by the manufacturer of the bus and, in addition, those for which need is noted while the bus is being operated or when the bus is inspected. The bus driver should therefore be required to report immediately any irregularities in the performance of the bus and any evidence of deterioration. The bus should be subject regularly to rigid inspections to determine whether it is in top operating condition. The services required to correct any condition reported should be provided at once.

Maintenance by Contract

School districts that do not maintain their own repair shops should contract for periodic inspection of their buses and for the maintenance work required. One school district in California has had excellent results from a preventive maintenance contract drawn up between the district and a large commercial trucking company. In this arrangement basic inspections and major checkups are made at specified intervals, and repairs are made at an hourly cost specified in the contract. The parts and materials used are paid for by the district. Other districts have made similar arrangements with larger school districts or with their county maintenance departments.

Competent Service Personnel

A successful preventive maintenance program requires the services of persons who are fully trained and experienced in the operation and maintenance of school buses of the type used and are wholly familiar with the transportation program. There should be enough personnel to supply all needed services.

Periodic Bus Inspections

The district should outline clearly the procedure to follow in bus inspections. Responsibilities of the personnel involved in the inspec-

tions must be defined. Regularity, completeness, and thoroughness during the inspections and follow-ups are essential and constitute the core of the preventive maintenance program.

The schedule for inspections should provide for (1) regular daily inspections; (2) regular weekly inspections; (3) inspections once a month or when the buses have been driven 2,000 miles; (4) inspections midway in the year or when the buses have been driven 10,000 miles; and (5) annual inspections. Descriptions of these inspections follow.

The daily inspection. The following regulation calls for daily inspection by the school bus driver:

> Bus Inspection by Driver. Each school bus shall be inspected by the driver daily, before use, to ascertain that it is in safe condition, equipped as required by all provisions of law, and that all equipment is in good working order. The driver shall test for the proper operation of the parking, service, and emergency braking systems, and open and close all emergency exits before using the bus for transporting pupils. No pupil shall be transported until any defects discovered have been corrected.[1]

In making his inspection, the driver should look for flaws in the tires, check the water in the radiator and the level of oil in the crankcase, and check to see that the generator is charging properly and that the oil pressure is sufficiently high.

The weekly inspection. A weekly inspection of the bus should include all the checks made in the daily inspection but should in all respects be more thorough and more complete. Each tire should be checked with a gauge and inflated to the correct pressure. The steering gear should be checked for loose or bent parts. The battery should be cleaned and water added, if necessary; the battery clamps and terminals should be checked; and the battery should be tested. These items constitute a minimum for the weekly inspection; others may be added as need for them is discovered. A simple report or inspection chart, such as the one on the opposite page, may be helpful in making the required written weekly report.[2]

The monthly inspection. In addition to the weekly inspection, the school bus should be given a thorough inspection at the end of each month during the school year or at the end of each 2,000 miles traveled, whichever comes first.

---

[1]California Administrative Code, Title 5, Education, Section 14261.

[2]California Administrative Code, Title 5, Education, Section 14243.

WEEKLY INSPECTION CHART FOR SCHOOL BUSES

UNIT INSPECTED	OPERATING CONDITIONS		
	Good	Unsatisfactory	Comment
Doors			
Service door control			
Emergency door lock			
Driver's Compartment			
Ammeter; heat indicator			
Speedometer			
Horn			
Lights and signal, stop arm			
Oil pressure gauge			
Rear view mirrors			
Windshield wipers			
Air pressure gauge			
Fire extinguisher			
First-aid kit			
Lubrication			
Oil in crankcase			
Brakes			
Service			
Parking (hand)			
Lights			
Headlights			
Tail lights			
Brake lights			
Signal lights			
Flasher lights			
Interior bus lights			
Steering Mechanism			
Steering play			
Tie-rod ends			
Cooling System			
Fan belt			
Hose			
Radiator (antifreeze if necessary)			
Battery			
Water level			
Battery performance			
Springs			
Leaves			
Shackle bolts			
Tires			
Pressure			
Condition of tires (cuts, bruises, and the like)			
Tread (even or uneven)			

All items checked as unsatisfactory in the weekly inspection should be corrected. Lubrication of the bus is done at the time of this monthly or 2,000-mile checkup; if necessary, however, the bus may be lubricated even more often. The monthly or 2,000-mile inspection and maintenance should be done by a competent mechanic. A suggested chart that can be used in making the monthly preventive maintenance inspection is shown on pages 73–76.

In certain parts of California, school buses must be serviced for winter driving. This includes filling the radiator with antifreeze, the transmission and differential with extra-light grease, and the crankcase with lightweight oil. The heating system should be inspected to see that it is operating efficiently. The radiator and heater hose should be replaced if necessary. The bus body should be checked closely to make sure that all windows fit snugly and that the ventilating system is in good working order.

The midyear inspection. The school bus should be subjected to a special inspection and maintenance at the end of each 10,000 miles traveled or at midyear if the bus does not travel 10,000 miles during the first semester. This inspection combines all the checking requirements of the daily, weekly, and monthly inspections and adds other items to be checked. It should be made by a trained mechanic and a detailed report submitted when the job is completed. A suggested chart that can be used in making the midyear preventive maintenance inspection is shown on pages 73–76.

The annual inspection. During the summer vacation all school buses should be thoroughly inspected to determine whatever needs may exist for reconditioning, repair, or replacement of parts. A suggested chart for the annual or summer inspection is on pages 73–76.

Inspection by California Highway Patrol. In addition to the above inspections, all school buses are subject to inspection by the California Highway Patrol. No person shall operate any school bus (except to take it to the repair shop) after notice by the Highway Patrol to the district or contractor that the vehicle is unsafe or not equipped in accordance with regulations of the Vehicle Code.[3] The repair of such vehicle must be approved by a competent mechanic or the California Highway Patrol.

---

[3]California Vehicle Code, Section 2807.

Every school bus is given an annual under-carriage inspection by the California Highway Patrol.

Repair Maintenance

As distinguished from "preventive maintenance," the term "repair maintenance" may be used to designate any kind of school bus upkeep that involves reconditioning, replacement of parts, or making repairs. This maintenance is mainly concerned with correcting unsatisfactory conditions of the bus.

School District Policies Regarding Repair Work

The school district shou[illegible]tish a definite policy regarding the manner in which mechanical [illegible]ailures are to be corrected. The policy may be one of the following:

1. The district shall contract with another school district or with a commerical garage to do all repair work.
2. The district shall have its own employees attend to minor repairs and arrange with a garage to handle major repairs or overhauls.
3. The district shall have its own employees make all repairs and overhauls in the school shop.

All school buses are subject to inspection by the California Highway Patrol.

Districts operating fewer than five buses generally assign their bus repair work to a garage. A district operating between five and ten buses usually hires a driver mechanic to perform minor repairs but sends its buses to a private garage for most major repair work. A district operating more than ten buses usually maintains a shop to handle all minor repairs and much of the routine conditioning that is necessary; whether major repair jobs are handled in the district shops depends again upon the number of buses operated and the adequacy of shop facilities.

Annual Overhaul

During the summer vacation school buses should be given a thorough overhaul. Any work needed to repair or replace damaged or broken parts; to inspect, service, and overhaul all mechanical units and assemblies; to recondition or restore the bus body and upholstery; and otherwise to render the bus fit for service should be done at this time. This work should be scheduled and adequate maintenance facilities secured before the beginning of the summer vacation period.

The district should carefully weigh the cost of a rebuilt or new engine against the cost of a major engine overhaul. Many types of small engines – new and factory rebuilt – cost little more than would a major overhaul.

All major work and work that calls for special skills should be entrusted only to trained mechanics. A report of the jobs done should be carefully recorded as the work moves forward. When all the work is completed, the report should be submitted to the transportation supervisor and kept on file until it is made obsolete by the next annual report. A suggested inspection chart for the annual school bus overhaul that may be used for reporting the work done is on pages 73–76.

Emergency Repairs

The district should establish a policy as to the method of handling repairs necessitated by breakdown or accident – whether they will be handled by the district's shops or by a garage. As a rule this policy will be in line with the district's overall policy governing its repair maintenance program.

School Bus Garages

Garages for school buses may serve two purposes: storage and maintenance. Many school districts in California may have little or

no need to house buses. In areas enjoying favorable climatic conditions, fenced areas may be sufficient for storage. In certain mountainous regions where annual snowfall is heavy and in areas near the coast where excessive fog conditions are common, inside storage for the buses may be necessary.

If the school district is planning its own bus maintenance program and intends to use outside storage for its buses, the facilities to be provided will generally consist of the following:

1. An adequate shop building or maintenance garage, with service space, storerooms, and toilet facilities
2. Shop equipment of appropriate type and adequate for the size of the bus fleet
3. A fenced parking or storage area, at or near the shop, large enough to accommodate all the buses that are expected to be on hand at one time
4. A fuel pump for fueling the buses
5. Adequate lubrication and washing facilities

A full-time mechanic can generally service ten buses if the program of maintenance is started before the buses have become run down and if the buses are operating under favorable conditions and are stored in a central place. If the size of the bus fleet will not justify a full-time mechanic, driver mechanics or other part-time service personnel may be employed.

Mobile Equipment

A school district operating ten or more buses will usually need a small service truck. This truck should carry hand tools for routine service at points other than at the school garage as well as parts and supplies for emergency repairs.

Certain school districts that are operating large bus fleets use wreckers or heavy trucks equipped with power winches. Ordinarily, however, such equipment is not necessary; a serviceman with a small service truck carrying hand tools and spare parts can usually start a bus so that it can be driven at least to the repair shop. On the few occasions that a wrecker may be needed, it can be hired from a local garage.

Spare Bus

Most transportation supervisors believe that a school district operating a fleet of ten or more buses should provide for a spare bus. Such a bus may be used (1) to provide transportation for study trips and afternoon athletic contests without any disruption of regular schedules; (2) to replace a regular bus that is being serviced during a scheduled maintenance period; (3) to replace a regular bus in case of an emergency due to mechanical failure; and (4) to supplement the regular services where road conditions are such as to retard bus schedules.

Suggested Chart for Inspection and Maintenance of School Buses

A chart may be used to advantage for the monthly or 2,000-mile checkup, for the midyear or 10,000-mile checkup, or for the annual (summer) overhaul. A new chart is necessary for each checkup. The completed chart should be filed and referred to at the time of each succeeding inspection so that slightly defective conditions noted but not requiring correction at the previous inspection may be investigated during the present inspection and corrected if necessary. A suggested chart is on pages 73–76.

In this combined inspection chart, items 1 through 38 cover the monthly or 2,000-mile checkup; items 1 through 66 cover the midyear or 10,000-mile checkup; and items 1 through 92 cover the annual or summer overhaul. The columns to the right of the itemization should be carefully checked to indicate the condition of the bus, the date of service or repair, and the cost of parts and supplies. At the top of the chart, the bus number, speedometer reading, and date of reading should be supplied for each inspection. At the end of the chart, data regarding road tests, approval of bus condition, total cost of parts and supplies, hours of labor, oil used, gear lubricant used, total expense of inspection and maintenance, and other pertinent factors should be supplied as necessary.

CHART FOR INSPECTION AND MAINTENANCE OF SCHOOL BUSES

Bus No. _____

Monthly or 2,000-mile checkup: Speedometer reading _____ *Date* _____

Midyear or 5,000-mile checkup: Speedometer reading _____ *Date* _____

Annual or summer overhaul: Speedometer reading _____ *Date* _____

Inspect items 1 through 39 for the 2,000-mile checkup, items 1 through 67 for the 5,000-mile checkup, and items 1 through 93 for the annual overhaul. To the right of the list, check (✓) first column if no maintenance is needed or second column if maintenance is needed; enter date of service or repair in third column and cost of parts and supplies in fourth column.	*Condition*		*Date of service or repair*	*Cost of parts and supplies*
	O.K.	*Needs service or repair*		
1. Cleanliness of bus body and chassis				
2. Cooling system – radiator, water lines, and connections				
3. Gasoline tank				
4. Fuel lines				
5. Fuel pump				
6. Oil lines				
7. Oil pump pressure				
8. Antifreeze (adequacy for weather conditions)				
9. Air filter				
10. Fan belt – condition and adjustment				
11. Generator – proper functioning				
12. Battery and battery connections				
13. Main brakes – condition and adjustment				
14. Master cylinder of brake system (if bus is equipped with hydraulic brakes)				
15. Hand brake – condition and operation				
16. Clutch pedal – functioning and adjustment				
17. Steering gear – power steering				
18. Lug nuts on all wheels				
19. Windshield wipers – condition and adjustment				
20. Heater and defroster (and lines)				
21. Heat indicator				
22. Ammeter				
23. Speedometer				
24. Rear view mirrors, inside and outside				
25. Horn				
26. All lights, including signal lights				
27. Fire extinguisher				
28. First-aid kit				
29. Flags and flares				
30. Seats in bus – anchorage and condition				

CHART FOR INSPECTION AND MAINTENANCE OF SCHOOL BUSES *(continued)*

	Condition		*Date of service or repair*	*Cost of parts and supplies*
	O.K.	*Needs service or repair*		
31. All glass in bus				
32. Bus windows – condition and operation (check for broken latches, broken panes)				
33. Bus doors – condition and operation				
34. Fenders				
35. Tires – condition of carcass (check for breaks, worn treads)				
36. Air pressure in tires (including spare)				
37. Lubrication of bus according to manufacturer's chart				
38. Motor oil – condition and amount				
39. Air pressure system				
End of 2,000-mile checkup (items 1 through 39)				
40. Engine compression (compression test should be made)				
41. Engine valves – condition and adjustment				
42. Cylinder head (use torque wrench when tightening)				
43. Intake and exhaust manifold				
44. Fuel pump pressure				
45. Spark plugs – condition and adjustment				
46. Distributor points – condition and adjustment				
47. Starter system				
48. Ignition timing				
49. Carburetor – condition and adjustment (use vacuum gauge)				
50. Cleanliness of crankcase breather pipe – smog device				
51. Installation of new oil filter and cartridge				
52. Fuel gauge				
53. Radiator mountings				
54. Thermostats				
55. Motor mountings				
56. Floor boards (fasten down)				
57. Bus body – general condition and repairs				
58. Body mountings (tighten)				
59. Bumpers				
60. Vacuum gauge (if bus is equipped with hydraulic brakes)				
61. Wheel bearing adjustment				
62. All spring shackles				
63. All bolts (tighten wherever necessary)				
64. Drive shaft bearings				
65. Universal joints				

CHART FOR INSPECTION AND MAINTENANCE OF SCHOOL BUSES *(continued)*

	Condition			
	O.K.	*Needs service or repair*	*Date of service or repair*	*Cost of parts and supplies*
66. Axle flange nuts (tighten if necessary)				
67. Wheel alignment				
End of 5,000-mile checkup (items 1 through 67)				
68. Complete cleaning of engine and undercarriage				
69. Carburetor (analyze for air-fuel mixture				
70. Engine governor (if so equipped)				
71. Gasoline throttle linkage				
72. Water pump action				
73. Water manifolds (tighten)				
74. Bolts on engine, transmission, and differential (replace damaged cotter pins)				
75. All wiring and electrical connections				
76. Engine and transmission mountings				
77. Fan blades and hub				
78. Exhaust system				
79. Manifold system (air restriction)				
80. Clutch (replace if necessary)				
81. Kingpins, tie rods, drag link, and pitman arm				
82. If brakes are actuated by compressed air:				
a. Air compressor and air governor				
b. Air lines (replace diaphragms if necessary)				
c. Brake air pressure at each wheel				
d. Relay valve and quick-release valve				
e. Foot-treadle valve				
83. Entire hydraulic brake system (if bus is so equipped)				
84. All gauges and instruments				
85. Voltage regulator – adjustment				
86. Generator and starter brushes, springs, holders, and commutators				
87. Electric relays and alarmastats				
88. Speedometer and tachometer cables				
89. Entrance doors for timing and pressure (if doors are actuated by compressed air)				
90. Interior of bus, including seats, floor, painted surfaces, etc.				
91. Exterior of bus (repaint if necessary)				
92. Directional or hand signals – condition and operation				
93. Transmission and differential (flush and refill)				
End of checkup for annual overhaul (items 1 through 93)				

CHART FOR INSPECTION AND MAINTENANCE OF SCHOOL BUSES
(concluded)

	Cost of parts and supplies
ROAD TEST OF BUS:	
Condition of bus satisfactory (check)_____	
Condition of bus not satisfactory (check)_____	
Describe adjustments, repairs, and other servicing required_____	
_____	
_____	
Date work completed_____	
Cost of parts (enter in column to right)	_____
Second road test (if required) – date of test_____	
Date bus condition approved_____	
TOTAL COST OF PARTS AND SUPPLIES	_____
Hours of labor_____ Rate per hour_____ Total cost of labor	_____
Quarts of motor oil_____ Cost per quart_____ Total cost of oil	_____
Lbs. gear lubricant_____ Cost per pound_____ Total cost of lubricant	_____
TOTAL EXPENSE	_____

Mechanic's name_____

[*Signed*]_____
Shop foreman

Chapter X

Health and Safety

During all times that pupils are under the supervision of school authorities, whether in school activities or while being transported to and from school or to and from any other place where the program is being carried on, the school district is responsible for safeguarding the health of the pupils and for taking adequate precautions to ensure the pupils' safety. Health and safety considerations, therefore, are important in planning and operating a pupil-transportation system.

Health Considerations

Some health considerations that should receive attention are discussed in the paragraphs that follow.

Cleanliness of Buses

The interiors of buses should be kept free of dust and dirt. They should be cleaned daily[1] and the interior surfaces washed and mopped at regular intervals. Cleanliness of the bus contributes to the pupils' health, influences the behavior of the pupils while they are being transported, and invites respect from both pupils and the community for the district's transportation system.

Proper Heating and Ventilating

The control of heat and ventilation on school buses is especially important in areas where weather conditions are extreme. The rules and regulations of the State Board of Education provide minimum standards for heating and ventilating systems on school buses.[2] Drivers are at all times responsible for the proper control of temperature and ventilation.

Appropriate Time Schedules

The time schedules used in the operation of school buses should permit pupils to leave their homes at the latest possible time so they

[1]California Administrative Code, Title 5, Education, Section 14254.

[2]California Administrative Code, Title 5, Education, Sections 14357 and 14393.

may have as much time as possible to dress and to have breakfast. The time allocated for each bus stop should be adequate for pupils to board or leave the bus without hurrying.

Travel Time for Pupils

The total riding time to and from school for any pupil should not exceed one hour daily. Every child needs some opportunity to take part in wholesome recreational activities other than those provided by the school.

Walking Conditions

Bus stops should be located at points where traffic dangers are minimal and where the terrain is such that the pupils can go to and from their homes in safety and without undue exertion. The walking distances, moreover, between children's homes and bus stops should be held to reasonable minimums. Shelters set up at bus stops to protect pupils while they wait for buses are difficult to maintain and are practically impossible to supervise. Where shelters are not provided, bus schedules must be rigidly followed so that pupils are not exposed to weather conditions that may harm their health.

Pupils should be instructed in the safest routes to follow between their homes and the bus stops

Authority of Driver

The driver is responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street or road. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the local school board. However, bus drivers shall not require any pupil to leave the bus enroute between home and school or other destinations.

Safety Measures

Some safety measures that should be considered in establishing a pupil-transportation system are discussed in the paragraphs that follow.

Provisions for Seating

The rules and regulations of the State Board of Education require that at least 13 lineal inches of seating space be provided for each

pupil. This is a minimum requirement, and more space may be needed for older students. The actual load capacity of the bus must be determined by the amount of seating space required for each pupil to be transported, and whether each pupil has, in fact, a safe seat is subject to determination by the California Highway Patrol.[3]

California regulations require every pupil to remain seated while the bus is in motion.[4] This provision assures each child a measure of safety in case the bus is involved in an accident.

Conduct of Pupils

Good pupil behavior while entering, riding, or leaving the school bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give his full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that might cause pupils to be injured.

Good behavior on the part of each pupil includes the following:

1. Entering or leaving the bus only when the door is fully opened
2. Taking his turn and avoiding pushing others when he enters or leaves the bus
3. Going to his seat promptly and remaining seated until he leaves the bus
4. Facing forward and keeping his feet on the floor in front of his seat
5. Keeping his hands off other children and their possessions
6. Speaking in a normal tone of voice and avoiding making noises that may distract the driver as he operates the bus
7. Conversing with others in a gentlemanly manner
8. Never tampering with the emergency door
9. Keeping his books, lunch box, and other possessions out of the aisle
10. Never throwing any object, either out of the bus windows or inside the bus
11. Refraining from pushing or hitting other pupils or otherwise engaging in rough behavior while he is in the bus
12. Conscientiously observing all rules and responding promptly to the driver's instruction

[3]California Administrative Code, Title 5, Education, sections 14247 and 14290.

[4]California Administrative Code, Title 5, Education, Section 14249.

The bus driver is responsible for supervision of pupils and maintenance of orderly conduct while the pupils are on the bus or are being escorted to or from the bus (Administrative Code, Title 5, Education, Section 14263). Governing boards are responsible for adopting rules and regulations to enforce this section.

The driver makes sure that pupils entering or leaving the bus never take chances.

Safe Driving Practices

The school bus driver has great responsibility for the safety of the pupils who ride on the bus.

Basic principles. The bus driver must observe at all times the following basic principles of safe driving:

1. Keep to the right of the center line of the highway except when passing another vehicle.
2. Pass vehicles on the left, but only after sounding the horn and only when there is room for safe passing.
3. Do not pass a vehicle at an intersection, while rounding a curve, or while approaching the crown of a hill.
4. Stop at any intersection if a vehicle on an intersecting road is moving into the intersection, and do not try to take the right-of-way.
5. Do not follow closely another vehicle traveling in the same direction. Be able to stop without hitting the vehicle ahead if

it comes to a sudden stop. (The distance maintained between the bus and the other vehicle must be governed by the speed of travel, road and traffic conditions, and the adequacy of the braking system of the bus.) Avoid getting into a situation in which an abrupt stop may cause another vehicle to collide with the rear of the bus or in which the pupils may be thrown from their seats.

6. Signal a turn soon enough that the turn may be made safely. Flash a signal before pulling out from a curb, and then do not pull out until it is seen that all is clear.
7. Drive with both hands on the steering wheel and eyes fixed on the road. In backing the bus, first make sure that the area being backed into is clear.
8. Stop at railroad grade crossings. In each instance open the front entrance door to the bus and ascertain by sight and sound that the tracks are clear before proceeding. Exceptions to this rule are permitted under any one of the following conditions:[5]
   a. When an officer is on duty and directs traffic to proceed, or when a stop-and-go signal is in operation and indicates that traffic may proceed
   b. When the bus is crossing street railway tracks within a business or residential district
   c. When the bus is crossing spur or industrial tracks within a business or residential district
   d. When the bus is crossing spur or industrial tracks where, with the approval of the Public Utilities Commission, distinctive signs are displayed indicating that no stop need be made unless a train or locomotive is approaching. In this circumstance, after carefully looking in both directions and listening, the driver should proceed only if it is safe to do so beyond any possible doubt and then proceed in low gear; he should not shift gears until all tracks have been crossed.
9. Keep the clutch engaged while the bus is in operation except when coming to a stop.
10. Make certain that no pupil occupies any position that restricts the driver's vision or interferes with his driving.

[5] California Administrative Code, Title 5, Education, Section 14270; California Vehicle Code Section 22452.

11. Stop at a highway intersection protected by stop signs and do not proceed until an adequate space on the highway is clear.
12. Before leaving the bus, set the brakes and turn off the ignition. Do not leave the bus when it is occupied by pupils except to escort pupils across a street or highway.
13. In case of an accident or a breakdown, and if it is absolutely necessary, dispatch an older boy for help.
14. Keep the door closed at all times when the bus is in motion.
15. At any time that gas is put into the gas tank, make sure that no pupils are in the bus or standing near the bus.
16. Maintain the fire extinguisher and first-aid equipment in first-class condition.

Speed. Section 22406 of the Vehicle Code specifies a maximum speed of 55 miles per hour for any vehicle that transports school pupils. This and other regulations concerning speed restrictions must be adhered to. School bus drivers should operate at speeds that are reasonable in relation to prevailing road, traffic, and weather conditions, and should slow up sufficiently at curves, blind crossings, crests of hills, in fog, or wherever the view is otherwise curtailed that a stop may be made within the distance of clear vision.

Courtesy. The school bus driver should at all times show consideration and courtesy toward the motoring public. He should avoid making sudden stops, but if he must make one, he should give drivers in back of him all the warning possible. He should avoid unnecessarily retarding traffic. When slowing down to pick up or unload pupils, he should move the bus along the extreme right hand side of the pavement so that other vehicles may pass.

By his considerate actions, the bus driver maintains good relations with the motoring public. As the classroom teacher needs to exemplify courtesy at all times, so should the bus driver, by his example, teach the children who ride with him courteous behavior.

Rules and Policies for Making Stops

Section 22500 of the Vehicle Code prohibits stopping or parking a vehicle within an intersection, except adjacent to curbs as may be permitted by local ordinance. It prohibits stopping on a crosswalk; between a safety zone and adjacent curb; within 15 feet of the driveway entrance of any fire station; in front of a public or private driveway; on a sidewalk; alongside or opposite any street or highway

excavation or obstruction when such stopping would obstruct traffic; on the roadway side of any vehicle stopped, parked, or standing at a curb or edge of the highway; alongside a curb painted red; or in a tube or tunnel or upon a bridge.

Section 14268 of the California Administrative Code, Title 5, Education, states that when a bus stops on a highway, an unobstructed width of the highway opposite the standing bus shall be left for the free passage of other vehicles, and a clear view of such stopped bus shall be available from a distance of 250 feet in each direction upon such highway. When stopping to load or unload pupils, the bus should pull off the main traveled portion of the highway whenever possible. When approaching a bus stop where pupils are not required to cross the highway to reach their homes, the bus driver should signal a warning to other vehicles that he is approaching a bus stop to load or unload pupils.

Section 22112 of the Vehicle Code provides that after the bus has halted at a bus stop where pupils must cross the highway to reach their homes, the bus driver shall actuate a flashing red signal visible from the front and rear of the bus. No vehicle may proceed in either direction while the red light is flashing, and the driver of the bus shall operate such signal at all times when the school bus is stopped for the purpose of loading or unloading pupils who must cross the highway to board the bus.

The driver of a vehicle traveling on a divided highway need not stop upon encountering a school bus which has come from the opposite direction and which is standing on the other side of the highway or a school bus which is stopped at an intersection or at any other place where traffic is controlled by a traffic officer or a regular traffic signal. In view of the confusion in the minds of many motorists regarding the use of red flasher lights on school buses and the question of when to stop when passing a school bus that is loading or unloading pupils, local school administrators should give wide publicity to the provisions of the law. Many school districts in the state are operating such a safety program and are making effective use of the following lines of communication: (1) circular letters to parents; (2) talks to community groups; (3) news releases; (4) radio programs; and (5) motion picture features.

Section 14269 of the California Administrative Code, Title 5, Education, provides that at a school bus stop not controlled by a flagman or a mechanical signal, pupils who board or leave the bus shall cross the

highway in front of the bus except when certain local conditions prevent their so doing, and then they may cross behind the bus. The bus must not move until all pupils who have to cross the street or highway have done so. Pupils attending elementary schools shall be escorted across the street or highway by the bus driver; other children and youth shall be escorted when necessary.

No school bus driver shall stop to load or unload pupils except at regular stops designated by order of the governing board of the school district.

When a bus stops to load or unload pupils, the driver shall not open the door of the school bus until he observes that the road is clear and that no danger exists. He shall carefully note the number of pupils getting off the bus and account for the safety of all of them before proceeding on his route. The school bus driver should take special precautions at each bus stop to safeguard children whose behavior shows that they are emotionally upset. To reduce hazards resulting from such behavior, the bus driver (1) should be informed regarding dangers that can be caused by the emotional upsets of children; (2) should be instructed to keep the bus service door closed until provision has been made for the safety of children in the bus who are emotionally upset; (3) should be informed by teachers regarding children scheduled for the afternoon trip who are in need of special attention; and (4) should notify the principal of any pupils whose behavior is such that he believes their parents should meet them at the bus stops.

Rules and Policies Relating to Accidents

Even though the school district may take all the precautions it reasonably can to ensure the safe operation of its pupil transportation system, the possibility of accidents cannot be entirely eliminated. Every driver should be so trained that if an accident occurs, he knows how to meet the emergency. The rules and policies that follow should be applied in the event that a school bus or any vehicle used to transport pupils is involved in an accident.[6]

Basic procedures (when no injury is involved). If the accident is not of a violent nature and no personal injury or death results, the driver should do the following:

1. Stop the bus and turn off the ignition.

---

[6]Vehicle Code sections 20000 through 20016.

2. Keep calm. Do not argue, give way to anger, or make unwarranted accusations.
3. Put out road flares at once.
4. Make the pupils as safe and comfortable as possible.
5. Do not allow any of the children to proceed home by begging rides or walking long distances.
6. If necessary send a responsible boy for the help needed.
7. Notify school officials and the California Highway Patrol of the accident.
8. Obtain the license number and other pertinent information concerning any vehicle involved in the accident.
9. Obtain the operator's license number, name, and address of the driver of each vehicle involved in the accident; the names and addresses of all other persons involved in the accident; and the names and addresses of any or all witnesses.

Accidents involving personal injury or death. The Vehicle Code requires that the driver of any vehicle involved in an accident resulting in injury or death to any person shall immediately stop such vehicle at the scene of the accident. The driver of the vehicle involved in such accident shall also give his name, his address, the registration number of the vehicle he is driving, and the name of the owner of the vehicle to the person struck or the driver or occupants of the vehicle struck or collided with. Upon request, he shall exhibit his operator's or chauffeur's license to such person, driver, or occupants; he shall give such information and exhibit such license to any traffic or police officer at the scene of the accident.

To any person injured in such accident, the driver shall render reasonable assistance, including carrying or making arrangements for carrying such person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that such treatment is necessary or if such action is requested by the injured person. If the death of any person results from the accident, the driver of the vehicle involved must, if there is no traffic or police officer at the scene of the accident to whom the required information can be given, without delay report such accident to the nearest office of the California Highway Patrol or the nearest office of any duly authorized police authority.

In connection with, or in addition to, the foregoing rules, the driver should do the following:

1. Keep onlookers away from the injured.
2. Keep injured persons lying down to prevent fainting or shock.
3. Move injured persons only if absolutely necessary and then only after the extent of the injury has been determined and such movement is deemed safe.
4. Make certain that injured persons who have stopped breathing or who are bleeding excessively are cared for first.
5. Keep the patient warm, make him comfortable, and cheer him in any way possible.
6. Send a responsible person to call for a physician or an ambulance; direct him to give to the physician or the ambulance personnel all pertinent information concerning the location of the accident, the nature and possible extent of injuries, the supplies available at the scene of the accident, and what first aid is being given.
7. Avoid allowing the patient to see his own injury.

Accidents involving property damage only. The Vehicle Code requires that the driver of any vehicle involved in an accident resulting only in damage to property shall immediately stop such vehicle at the scene of such accident. The driver shall take reasonable steps to locate and notify the owner or person in charge of such property involved in the accident and supply his name, his address, and the registration number of the vehicle he is driving and exhibit his operator's or chauffeur's license or other valid evidences of identification.

Accidents involving unattended vehicles. The Vehicle Code further requires that the driver of any vehicle that collides with any vehicle that is unattended shall immediately stop and shall then and there either (1) locate and inform the operator or owner of such vehicle of the name and address of the driver as well as the name and address of the owner of the vehicle that struck the unattended vehicle; or (2) shall leave in a conspicuous place in the vehicle struck a written notice showing the name and address of the driver and the name of the owner of the vehicle doing the striking and a statement of the circumstances relating to the accident. The driver shall within 24 hours forward a similar notice to the police department of the city wherein the collision occurred, or if the collision occurred in unincorporated territory, then either to the sheriff of the county wherein the collision occurred or to the local headquarters of the California Highway Patrol.

Duty to report accidents. According to the Vehicle Code, the driver of a vehicle (other than a common carrier) that is involved in any accident resulting in injuries to, or death of, any person shall within 24 hours after such accident make, or cause to be made, a written report of such accident to the California Highway Patrol. If such accident occurs within a city, such report shall be made within 24 hours to the police department of that city. The owner or driver of a common carrier type of vehicle that is involved in such accident shall make a similar report to the California Highway Patrol on or before the tenth day of the month following the accident.

Whenever the driver of a vehicle is physically incapable of making a required accident report, another occupant, if any, of the vehicle at the time of the accident who is capable of making such a report shall make, or cause to be made, the report required.

Chapter XI

Transportation of Exceptional Children

School districts and county superintendents of schools are authorized to establish and operate special schools and classes for physically handicapped and mentally retarded minors.[1] High school or elementary school districts with an average daily attendance of 900 or more must establish special classes for mentally retarded minors residing in the district or contract with the county superintendent of schools or another school district for such education. The county superintendent of schools must establish and operate classes for mentally retarded minors for all districts whose average daily attendance is under 900 and also must establish and operate classes for severely mentally retarded minors and physically handicapped minors in districts of less than 8,000 average daily attendance on each level (elementary and secondary).

The number of children enrolled in special schools and classes is a small percent of the total school population. The attendance centers for them are therefore few in number. This means that children enrolled in them must travel greater distances between their homes and the schools of attendance than would be necessary if they attended regular schools. In some cases the special schools are organized to serve only children with specified types of physical handicaps and may, therefore, provide services for more than a single school district. Because of the amount of travel time required and the distance covered in transporting pupils to and from these schools, the districts operating the schools purchase special vehicles – station wagons, suburbans, small buses, and ordinary passenger cars – for the transportation of the children attending them.

Methods of Transportation

One or a combination of the methods outlined here are usually used for transporting exceptional children in California.

[1] Education Code sections 894-894.2; 895; 6801-6878; 6902-6912.5.

Transportation in School Buses on Regular Schedules

Certain physically handicapped pupils and most mentally retarded pupils may be transported in school buses on regular runs. In large districts a regular school bus, usually of small capacity, is assigned exclusively to the transportation of pupils attending special schools and classes.

Some districts assign a small bus exclusively for pupils attending special schools.

Transportation in Class 2 School Buses and Vehicles of the Pleasure-Car Type

Station wagons, suburbans, and district-owned passenger vehicles are used by the majority of school districts in the transportation of children enrolled in special schools or classes. The long distances traveled and the small number of pupils transported make the use of small vehicles economical and allow flexibility in scheduling the transportation services.

Transportation by Taxicabs

Certain school districts transport physically handicapped children in public taxicabs. Since the hours of such service do not normally conflict with peak traffic hours, most taxicab companies cooperate by charging rates that compare favorably with the cost of operating district-owned vehicles.

Transportation by Parents

Sometimes a parent of a child enrolled in a special school or class prefers to transport his child to the school or class in his own car because he is concerned for the child's safety or wishes to maintain close personal contact with the school. When a child must be enrolled in a special school or class in a district other than that of his residence, often the only practicable means of providing transportation is by the child's parents.

Allowances for Transportation

The state of California provides allowances to school districts to help meet added expenses incurred in transporting children with certain types of handicaps to and from special schools and classes. An allowance of $389 is provided to school districts and the county superintendents of schools for the transportation of certain handicapped pupils as described in the paragraphs which follow.

Physically Handicapped

An allowance of $389 is provided to school districts and county superintendents of schools for (1) the transportation of partially seeing, blind, partially hearing, deaf, aphasic, cerebral palsied, orthopedically handicapped, and other physically impaired minor pupils handicapped in mobility to special day classes and to integrated classes as defined in Education Code Section 18060.2; and (2) for the transportation of pupils impaired in vision or hearing to another district, to the California School for the Blind, or to the California School for the Deaf for specialized instruction.

(A physically impaired minor pupil handicapped in mobility is defined as a child who is deemed eligible for special class placement as determined by the State Board of Education and who first has been declared eligible by the Superintendent of Public Instruction.)

Mentally Retarded

An allowance of $389 is provided to school districts and county superintendents of schools for the transportation to special classes of trainable mentally retarded pupils who come within the provisions of Education Code Section 6903.

Additional Allowance for Special Transportation

An additional allowance of 75 percent of any expense in excess of $389 but not more than $73 per unit of average daily attendance will be made for special transportation if circumstances require the operation of a vehicle or vehicles exclusively for such purpose.

Chapter XII

Transportation of Pupils for Purposes Other Than Travel Between Home and School

The use of school buses for transporting pupils on trips other than those between home and school is a matter that should be handled according to the policy of the governing board of the school district. Although certain types of such trips are authorized by provisions of the Education Code, approval or disapproval of the trips is dependent upon the governing board of each school district, and the expense incurred for transportation must be met by the district.

If the school district receives state reimbursement for regular transportation expense, the expense of all mileage traveled other than between home and school must be subtracted from the district transportation expense as reported on Form J-141, Annual Report of Transportation Expense. Therefore, an accurate record of any mileage other than that between home and school must be maintained. According to the provisions of Education Code Section 18053, only the mileage traveled in home-to-school transportation shall constitute the basis for reimbursement from state funds.

Legal Authorization

Pupil transportation provided at district expense for other than home-to-school travel is authorized for the purposes outlined in the paragraphs that follow.

Various School Activities; Fairs and Expositions

Education Code Section 16857 authorizes *school districts* to use school buses to transport pupils, on any day of the school year, to and from places where school activities are being held, or to and from fairs or expositions held in the state or in any adjoining state and in which the pupils participate actively or as spectators. Education Code Section 16858 authorizes *county superintendents of schools* to provide such transportation in school buses for pupils enrolled in special schools or classes and for pupils enrolled in

emergency schools. Examples of school activities that might be cited are athletic contests, debating tournaments, school exhibits, and the like.

Education Code Section 16901 authorizes *school districts* to contract for the transportation of pupils within the district to and from any exposition or fair, school activities, or other activities within the state of California, such transportation to be paid with district funds. Education Code Section 16902 authorizes *county superintendents of schools* to contract for the transportation of pupils attending classes or schools operated by the county superintendent to and from such activities within the state of California, such transportation to be paid out of the County School Service Fund.

Community Recreation

Under the provisions of Education Code Section 16862, the governing board of a school district may authorize use of school buses to transport persons, on any day of the school year, to participate in community recreation programs, provided that such programs are organized and administered according to the provisions of Education Code sections 16651 through 16654.

There is no legal authorization for the loaning, leasing, or rental of school buses owned by a school district to such groups as Cub Scouts, Boy Scouts, Camp Fire Girls, Y.M.C.A., or Y.W.C.A.

Out-of-State Travel for Twelfth-Grade Students

According to the provisions of Education Code Section 16861, the governing board of a school district may authorize use of school buses to transport twelfth-grade students, on any day of the school year, to and from other states on trips that are taken for educational purposes.

Harvesting Crops

Education Code Section 16863 provides that during any national emergency declared by the President of the United States or during any war in which the United States is engaged, the governing board of a school district may operate any bus owned by or under lease to the district for transporting to and from places of harvest those pupils in the district who are engaged in the harvesting of crops, and shall require the payment of a reasonable charge for the transportation furnished.

Policies of Governing Boards

To ensure that pupil transportation other than that between home and school is used economically and in the best interests of the educational program, the governing board of each school district should establish rules and policies as to the manner in which any such special trips shall be organized and conducted.

General Rules

The rules and policies governing the overall management of trips by school bus other than those that are scheduled between home and school should provide answers to questions such as the following:

1. What administrative approval must be obtained for special trips?
2. What planning is to be expected from school personnel?
3. What teacher supervision shall be required?
4. Are there limitations as to the number of trips that may be taken – or the distance that may be covered in any one trip?
5. In order that children may be free to go on these trips, how is parental permission to be secured?
6. Shall a written report of each trip be presented to the school administrator? By whom?
7. What records concerning these trips shall be maintained? By whom?

Rules Regarding Trips for Educational Purposes

Instruction that involves school bus trips is an important phase of the educational program offered by many schools. If school buses are used for such purposes, the governing board of the school district should adopt specific policies that make at least the following provisions:

Planning. No bus trip for instructional purposes should be authorized unless a faculty member (usually the teacher who will sponsor it) as well as the pupils makes careful plans for the trip. These plans should show in detail (1) the destination; (2) the purpose of the trip; (3) the rules of conduct and procedure to be followed; (4) the time schedule; and (5) the place the trip is to begin and end.

Authorization and permission. The use of a school bus for a trip for instructional purposes should be authorized only after (1) a faculty member has been appointed to supervise the activity; (2) adequate plans have been made for the trip; and (3) it can be proved

that enough educational benefit will be derived from the trip to justify the time, effort, and expense.

Children transported on a trip of this nature should have the written permission of their parents to make the trip.

Supervision. Each trip made by bus for instructional purposes should be supervised by a faculty member who assumes general responsibility for the pupils making the journey. He must show the same concern for their welfare and expect the same type of behavior from them during the trip as he does in the classroom. Education Code Section 16859 authorizes the use of volunteer adults to assist in the supervision of pupils in connection with activities of an educational nature.

Dispatching the bus. Written authorization by the administrative officer of the school should be required for each bus trip made for educational purposes. The authorization should specify the date the trip is to be taken, the destination of the trip, the name of the student group sponsoring the project, the name of the faculty member supervising the trip, the bus that will be used, and the name of the driver assigned to drive the bus. The authorization should be considered as the dispatch order for the trip.

Briefing the driver. When a school bus is to be used for an educational trip, the driver should be given a thorough briefing on the details of the trip. He should know the route that is to be traveled, the schedule that is to be maintained, and points along the route at which the school could make any necessary contacts with the driver. If the driver is provided with ample information about the bus's itinerary, he is in a position to provide safe and efficient transportation for the pupils. By requiring him to proceed along a regular route and according to schedule, the school is in a position to take any measures that might be required in case of an emergency.

Chapter XIII

Transportation Expense Records

Every school district must maintain records of all expenses in the transportation of pupils.[1] The records must be maintained in the manner prescribed by the Superintendent of Public Instruction if the district wishes to claim reimbursement of expenditures for which it is eligible.[2]

Areas of Expenditure and Operation

In the California Administrative Code, Title 5, Education, provision is made for keeping records and reports of pupil transportation that contain information regarding each of the following:

1. All expenses in connection with pupil transportation (sections 15256 and 15261)
2. Expense involved in transporting exceptional children (Section 15256)
3. Expense of clerical, supervisory, and administrative services (Section 15256)
4. Expense for insurance (Section 15256)
5. Expense for capital outlay (Section 15261)
6. Expense for replacement (Section 15261)
7. Expense for each school bus (Section 15261)
8. Record of miles traveled (Section 15261)
9. Record of pupils transported (Section 15255)
10. Identification of school buses (Section 15254)
11. Other necessary records (sections 15253 and 15260)
12. Receipts for service and sales (Section 15257)
13. Annual report of transportation expense (Section 15270)
14. Certificate of insurance (Section 15270)
15. Report of replacement (Section 15270)
16. Report of out-of-state transportation (Section 15270)

[1]California Administrative Code, Title 5, Education, Section 15256.
[2]Education Code Section 18054.

17. Report of use of buses for community recreation (Section 15270)
18. Report of school bus purchase (Section 15272)
19. Other reports (Section 15273)

Budget Classification

The State Department of Education requires districts to classify their transportation expenditures according to the plan shown in the *California School Accounting Manual*[3] under the major class 500, Pupil Transportation Services. The only required subordinate classes are 520, Salaries; 590, Other Expenses; and 590CR, Payments from Another School District. However, if a school district expects to apply for state aid for transportation, use of all the following subordinate classes is advisable.

520. Classified Salaries of Pupil Transportation

521. Salaries of supervisors of transportation and other personnel for services rendered in direct administrative duties in the field of transportation
522. Salaries of bus drivers (full-time, part-time, and prorated)
523. Salaries of mechanics and other garage employees (full-time, part-time, and prorated) to the extent such salaries have been paid to persons regularly assigned to such duties in connection with pupil transportation
524. Salaries of clerical personnel (full-time, part-time, and prorated) to the extent such salaries have been paid to persons regularly assigned to such duties in connection with pupil transportation

590. Other Expenses for Pupil Transportation

591. Payments to contractors; this category includes services rendered by the following types of individuals, firms, and authorities:
Contractors who operate school buses and/or other vehicles to transport children
District employees or other individuals who use their own vehicles to transport children
Parents who transport one or more pupils other than their own children
Authorities operating public conveyances or firms operating taxis contracted for a specific job so that the public is excluded

[3] *California School Accounting Manual* (1968 edition, reissued 1971), School Business Administration Publication No. 8. Sacramento: California State Department of Education, 1971.

592. Payments made to another district as recorded by the district making the payments

593. Payments made to common carriers or taxis when such are operating in such fashion that the public is not excluded

594. Payments made to parents or guardians in lieu of providing transportation of their children between home and school; Also, payments for the providing of board and lodging in lieu of furnishing transportation for such pupils between their homes and school

595. Bus rental payments made to other districts or contractors when lessee pays for all or a portion of the related operational costs (gas, oil, salaries, and the like)

596. Payments made for piece-for-piece replacements of pupil transportation vehicles purchased on a cash basis, lease purchase, or installment plan, regardless of the cost or size of the original vehicle or its replacement (See sections 15323 and 15324 of the California Administrative Code for detailed instructions.)
Expenditures for initial or additional pupil-transportation vehicles, on either a cash or a lease-purchase basis, are reported in Class 1200, Capital Outlay.

597. Payments for other expenses, including:

597.1 Fuel
597.2 Oil
597.3 Tires and tubes
597.4 Lubrication
597.5 Repairs, materials, and labor of other than district employees
597.9 Other transportation expense (including supplies, travel, garage rent, physical examinations for drivers, utilities for garages, and inservice training)

590CR. Payments from Another School District

Money received from another school district for transporting its pupils is established as a separate account in lieu of a direct credit to any transportation expense account. This provides immediate identification of the total amount of such receipts. The total of the several transportation expense accounts less the credit in this account is the net expense to the district.

The manual stipulates specific items of expense that are to be excluded from Class 500, Pupil Transportation. The following current expenses of pupil transportation must be charged to Class 800, Fixed Charges:

1. Insurance, including fire and theft, public liability, property damage, collision, and medical payments

2. Workmen's compensation, contributions to employee retirement funds, and unemployment insurance – paid by school districts on behalf of pupil transportation personnel

The records prescribed by the State Department of Education are of two main types: (1) accounting; and (2) operational.

Each school district that operates a pupil-transportation system and plans to be reimbursed for the expense involved must maintain adequate accounting and operational records.

Accounting Records

Accounting records must show all expenses for each of the following items:[4]

Capital outlay, including all new equipment, by item and date of acquisition
Gasoline, oil, grease
Repairs to school buses
Maintenance supplies
Replacement of school buses
Replacement of accessories
Salaries and wages of school bus drivers
Salaries and wages for upkeep of buses
Actual cost involved in clerical, supervisory, and administrative services
Insurance authorized by law
All other costs in connection with the maintenance and operation of pupil transportation

The school district must also maintain records of the following expenses:[5]

Expenses for the transportation of physically handicapped pupils and mentally retarded minors
Payments received for providing transportation to other school districts and to other parties
Payments received for the sale of any equipment and supplies

Operational Records

Operational records must be maintained and must provide items of information in accordance with the following regulations:

---

[4]California Administrative Code, Title 5, Education, sections 15256-15261.

[5]California Administrative Code, Title 5, Education, sections 15256 and 15256.

1. The school district shall keep a record of the miles traveled by each bus operated in transporting pupils between their homes and schools and of the miles traveled by each bus in providing pupil transportation other than that between home and school.[6]
2. The school district shall maintain for each school bus a record that shows (a) the number of pupils transported between their homes and schools that board the bus at scheduled stops *at or beyond* the minimim transportation distances designated by law; and (b) the number of pupils transported between their homes and schools that board the bus at scheduled stops *within* the minimum transportation distances.[7]
3. The school district must make the following items of information available:[8]
   a. A statement of policy, adopted by the governing board, regarding the operation of the pupil transportation system throughout the district and specifying the limits within which transportation is offered to pupils and the distance pupils are required to walk to school or to established bus stops
   b. A map of the district indicating each bus route and the bus stops on each route; or a route schedule indicating the itinerary of each bus route and the bus stops on each route, such schedule to be accompanied by a district map on which the routes may be identified
   c. A record of salaries paid or payments made for clerical, supervisory, or administrative services
   d. A schedule of classes that indicates any irregularity in the instructional program that may make it necessary to provide transportation at intervals other than before the opening of school in the morning and after the closing of school in the afternoon
   e. A record of bus trips made other than those between home and school, the miles traveled by each bus on each trip, and the number of pupils transported on each trip
   f. For each school bus owned by the district or for each bus owned by a contractor and used to provide pupil transporta-

---

[6]California Administrative Code, Title 5, Education, Section 15261.

[7]California Administrative Code, Title 5, Education, Section 15255. Also see Chapter I of this bulletin, p. 1.

[8]California Administrative Code, Title 5, Education, sections 15253 and 15254.

tion for the district, a record containing sufficient data to identify the bus, such as the following: state license number, type of bus (conventional or transit), engine number, serial number of chassis, name of chassis manufacturer, serial number of body (if available), name of body manufacturer, and size of bus (in terms of rows of seats)

4. School districts that operate district-owned buses must keep the following records in addition to the ones specified in the foregoing:[9]
   a. A record of all expenses for supplies, maintenance, and repairs involved in the operation of each school bus
   b. A statement of how gasoline, oil, and other supplies are purchased and stored and whether equipment other than school buses is serviced using supplies from the same storage
   c. A statement of how repairs are made to buses, how charges are made, and how charges are separated if only a general shop charge or a total billing is used
   d. A record for each driver showing the time he works and the salary he is paid and, if the driver is paid for other services, how much he is paid and to what budget classification the payment is charged
   e. A record of salaries for personnel engaged in the maintenance and repair of school buses and, if any of these personnel are engaged in work other than that on school buses, the proportions of their salaries that are charged to school bus maintenance and repair
   f. A listing of accessories replaced, identified by item, bus, and cost

Suggested Types of Bus Records

Probably the most efficient and most practical method of accounting for the expenses of a school bus is to maintain a separate record for each bus owned by the school district. Such a system has a great deal of flexibility for the following reasons:

1. Each driver makes a daily record of pertinent information incidental to the operation of his bus.

---

[9]California Administrative Code, Title 5, Education, sections 15260 and 15261.

2. Regardless of the number of buses in operation, the same type of report is made for each bus.
3. The records may be kept in ordinary binders, and at the end of the year, a summary record for each bus may be sent to the central office to be used in making a consolidated report.

Basic Information

Certain data must be included in all school bus records. These include (1) all expenses for the operation of the bus; and (2) necessary operational information, such as total daily mileage traveled, mileage traveled between home and school, mileage traveled on trips other than those between home and school, and the number of pupils transported within minimum distances as determined by state regulations.

The operational school bus records should enable the school district to prepare its Annual Report of Transportation Expense from the summary made at the end of the year. The three forms essential for these records are (1) Bus Driver's Daily Report; (2) Monthly Bus Report; and (3) Annual Bus Report.

Content and Procedures

Information that should be recorded in school bus reports and procedures involved in maintaining and utilizing the reports are described in the paragraphs that follow.

Bus Driver's Daily Report. The daily report shows the total daily mileage traveled by the bus, the mileage for home-to-school transportation, the mileage for trips other than those between home and school, the number of pupils transported, and the operating costs for the day. It also notes any repairs that may be needed. The report is signed by the driver and filed in the bus garage or administrator's office at the close of each day.

All items on the form pertaining to the day's operation should be completed. The total miles reported as traveled during the day should agree with the miles registered by the speedometer. The daily report forms should be kept in a binder for audit or inspection. Care should be taken that all daily reports are properly signed and approved by duly authorized persons.

Monthly Bus Report. The monthly report is a summary of the driver's daily reports for the month. Some districts prefer the columnar type of report, with each column identical in nomenclature

and content to the schedules for the Annual Report of Transportation Expense.

Another type of monthly summary form used in certain districts provides space merely for totals. The items on the Bus Driver's Daily Report are added and the totals posted to the monthly report. If this type of report is used, all pertinent adding machine tapes should be attached to the summary.

Annual Bus Report. In the annual report, the totals of the Monthly Bus Report are summarized to show the operational costs for the fiscal year. One type is columnar, and the column headings correspond to schedules in the Annual Report of Transportation Expense.

Another type provides spaces for the total obtained by adding the amounts of the monthly reports. If this type is used, all pertinent adding machine tapes should be attached to the report.

Sample Records and Reports

Several suggested types of forms that may be considered for use as school bus records and reports are reproduced on the pages that follow.

BUS DRIVER'S DAILY REPORT

_____ School District

Bus No. _____ *State License Number* _____

Date _____

TRIPS BETWEEN HOME AND SCHOOL

	Number of Pupils Transported			
	Over ___	Over ___	Under ___	Total
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
Pickup Trip No.				
TOTALS				

TRIPS OTHER THAN BETWEEN HOME AND SCHOOL

Destination	No. of Pupils	Total Miles Traveled	Time of Trip		Type of Trip*
			Departure	Return	
TOTALS					

* Segregate trips other than between home and school as follows:
C—Other School activities, E—Out-of-state, C—Community Recreation

DAILY MILEAGE REPORT

Ending Speedometer Reading _____

Beginning Speedometer Reading _____

Total Miles Traveled _____

BUS OPERATING EXPENSE

Type of Expense	Quantity	Unit Cost	Total Cost
Gasoline	Gals.		
Oil	Qts.		
Grease	Lbs.		
Lubrication	xxxxxxxx	xxxxxxxx	
Tires			
Repairs, Labor, Accessories, and Miscellaneous Items	Parts Cost	Labor Cost	Total Cost

Repairs needed: _____

Driver's Signature _____

Page 1

MONTHLY REPORT OF BUS TRANSPORTATION

Bus No.....

School District ..... *Date* ..... 19....

Type of Bus ..... License Number ..... Engine Number ..... Chassis Model Number .....

Day of Month	Days of Operation	Total Miles Traveled	Mileage Between Home and School	Other Mileage	Number of Pupils Transported Between Home and School		*Salaries* Bus Drivers, Mech. & Helpers, Clerical, Supervisory	*Fixed Charges* Insurance Workmen's Comp., Non-Certif. Retirement
					Within Minimum Distance	Beyond Minimum Distance		
1	2	3	4	5	6	7	8	9
1							$	$
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTAL								

NOTE: In Column 5 use the following symbols when necessary: O—Other Transportation; S—Out-of-state Travel; C—Community Recreation Transportation. In Column 8 use the following symbols when necessary: B—Bus Driver's Salary; M—Mechanics' and Helpers' Salaries; C—Clerical Salaries; S—Supervisory Salaries.

Page 2

MONTHLY REPORT OF BUS TRANSPORTATION
(continued)

Bus No._____

Date _____ *19*____

Body Manufacturer_____ License Number_____ Number of Rows_____ Hours Used Each Day_____

Day of Month	Repairs, Materials and Labor		Accessories and Miscellaneous Items		Gasoline		Oil		Cost of Lubrication	Cost of Tires	Total Expense
	Cost of Labor	Cost of Parts	Item	Cost	Gals.	Cost	Qts.	Cost			
	10	*11*	*12*	*13*	*14*	*15*	*16*	*17*	*18*	*19*	*20*
1	$	$		$		$		$	$	$	$
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

SPEEDOMETER READING

End of current month_____ Miles
Beginning of current month_____ Miles
Miles traveled during month_____ Miles

MONTHLY BUS REPORT

_____ School District

Bus No. _____ *Month* _____, *19*__

BUS DATA		BUS SERVICE			
Ending Odometer Reading		Type of Service	Quantity	Unit Cost	Total Cost
Beginning Odometer Reading		Gasoline	Gal.		
Total Mileage					
Miles Between Home and School					
Special Trips		Oil	Gal.		
Total Mileage (Must equal total mileage above)					
Number of Days Bus Operated					
Number of Special Trips		Grease	Lb.		
Total Pupils—Special Trips		Chassis Lubrication			
NUMBER OF PUPILS TRANSPORTED BETWEEN HOME AND SCHOOL		Tire Repairs			
		New Tires			
Grades* through* / Grades* through*		New Tubes			
Over* Mi. / Under* Mi. / Over* Mi. / Under* Mi.	Total	Recaps			
		Other Costs	Parts Cost	Labor Cost	Total Cost
Remarks:		Repairs			
		Replaced Accessories			
		Other Service			

NOTE: In the spaces designated by an asterisk (*), the appropriate grade levels and minimum distances established by the State Department of Education should be inserted at the time the form is duplicated: ¾ mile for pupils attending kindergarten through grade three, 1 mile for all other elementary pupils, 2 miles for high school students, and 3 miles for community college students. Some districts may find it necessary to use additional columns to record NUMBER OF PUPILS TRANSPORTED.

Prepared By:

Signature _____ Title _____

Approved. Date _____, 19__

Signature _____ Title _____

(School District Form No.)

ANNUAL BUS REPORT

School District

Bus No. _____ *Fiscal Year 19__-19__*

BUS DATA		BUS SERVICE			
Ending Odometer Reading		Type of Service	Quantity	Unit Cost	Total Cost
Beginning Odometer Reading		Gasoline	Gal.		
Total Mileage					
Miles Between Home and School					
Special Trips		Oil	Gal.		
Total Mileage (Must equal total mileage above)					
Number of Days Bus Operated					
Number of Special Trips		Grease	Lb.		
Total Pupils—Special Trips		Chassis Lubrications			
NUMBER OF PUPILS TRANSPORTED BETWEEN HOME AND SCHOOL		Tire Repairs			
		New Tires			
"Grades" through "__"	"Grades" through "__"	New Tubes			
Over* Mi. / Under* Mi.	Over* Mi. / Under* Mi.	Recaps			
		Other Costs	Parts Cost	Labor Cost	Total Cost
Remarks:		Repairs			
		Replaced Accessories			
		Other Service			
		Total Costs			

NOTE: In the spaces designated by an asterisk (*), the appropriate grade levels and minimum distances established by the State Department of Education should be inserted at the time the form is duplicated: ¾ mile for pupils attending kindergarten through grade three, 1 mile for all other elementary pupils, 2 miles for high school students, and 3 miles for community college students. Some districts may find it necessary to use additional columns to record NUMBER OF PUPILS TRANSPORTED.

Prepared By:

Signature _____ Title _____

Approved: Date _____, 19__

Signature _____ Title _____

(School District Form No.)

Page 1.

ANNUAL REPORT OF TRANSPORTATION EXPENSE

Bus No._____

For fiscal year ending June 30, _____ _____ *School District*

Type of Bus _____ License Number _____ Engine Number _____ Chassis Model Number _____

MONTH	Days of Oper.	Total Miles Traveled	Mileage Between Home and School	Other Mileage	Number of Pupils Transported Between Home and School		Salaries Bus Drivers, Mech. and Helpers, Clerical, Supervisory	Fixed Charges Insurance Workmen's Comp. Non-Certif. Retirement	Repairs, Material, and Labor
					Within Minimum Distance	Beyond Minimum Distance			Labor Cost
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*
Jul.							$	$	$
Aug.									
Sept.									
Oct.									
Nov.									
Dec.									
Jan.									
Feb.									
Mar.									
Apr.									
May									
Jun.									
TOTAL									

I. SUMMARY OF OPERATING EXPENSES

	Operating Expense	*Amount*
	Salaries—Bus Drivers	
	Salaries—Mech. & Helpers	
	Salaries—Clerical	
	Salaries—Supervisory	
	Insurance	
	Repairs, Materials, & Labor	
	Accessories and Misc. Items	
	Gasoline	
	Oil	
	Lubrication	
	Tires	
	TOTAL EXPENSE	

II. SUMMARY OF MILES TRAVELED

Mileage	*Miles*
A. During current fiscal year:	
Between Home and School	
Other Transportation	
Out-of-state Travel	
Community Recreation	
TOTAL FOR FISCAL YEAR	
B. Since date of purchase:	
Between Home and School	
Other Transportation	
Out-of-state Travel	
Community Recreation	
TOTAL SINCE DATE OF PURCHASE	

Page 2.

ANNUAL REPORT OF TRANSPORTATION EXPENSE
(*continued*)

Bus No._____

_____ *County* _____ *School District*

Body Number____ Chassis Number____ Chassis Manf.____ Body Manf.____ No. of Rows____ Hours used each day____

MONTH	Repairs, Materials, and Labor	Accessories and Miscellaneous Items		Gasoline		Oil		Cost of Lubrication	Cost of Tires	Total Expense
	Cost of Parts	Item	Amount	Gals.	Amount	Qts.	Amount			
	11	*12*	*13*	*14*	*15*	*16*	*17*	*18*	*19*	*20*
Jul.	$		$		$		$	$	$	$
Aug.										
Sept.										
Oct.										
Nov.										
Dec.										
Jan.										
Feb.										
Mar.										
Apr.										
May										
Jun.										
TOTAL										

III. SUMMARY OF OPERATIONS

Cost per mile	
Cost per pupil	
Cost per bus per day	
Miles per gallon of gasoline	
Miles per quart of oil	
SPEEDOMETER READING FOR CURRENT FISCAL YEAR	
End of Fiscal Year	
Beginning of Fiscal Year	
Total miles traveled during Fiscal Year	

IV. SCHEDULE OF INSURANCE EXPENSE

Type of Coverage	*Amount*
1. Bodily Injury Liability	
Limits:	
2. Property Damage Liability	
Limits:	
3. Collision	
Type:	
4. Medical Payments	
5. Fire and Theft	
6. Workmen's Compensation	
7. District's share of Non-Certif. Retirement Contributions	
TOTAL EXPENSE	

Chapter XIV

State Allowances for Pupil Transportation

School districts operating pupil transportation systems may receive state transportation allowances provided that the districts qualify under Education Code sections 18051-18061. The Superintendent of Public Instruction is authorized to adopt certain regulations for administering the transportation allowances to the school districts that qualify (California Adminsitrative Code, Title 5, Education, sections 15240-15343).

Computations of Transportation Allowances

Under provisions in Education Code sections 18055-18057, the state has developed a formula that is used in determining the reimbursement to a school district for the current expense of providing pupil transportation.

In applying this formula, the Superintendent of Public Instruction first determines the total current expenses of the district for pupil transportation during the preceding fiscal year. He then determines what rate of tax levied on each $100 of the assessed valuation of the district, as shown by the district's equalized assessment roll for the preceding fiscal year (the computed tax rate), would, if levied, produce such amount. The amounts allowed the various districts are then computed by the Superintendent as follows:

1. For elementary, high school, and community college districts: If the computed tax rate exceeds 2 cents, the district is reimbursed by the state for:

   50 percent of approved transportation expense in excess of the amount that would be produced by the computed tax rate of 2 cents but not more than 8 cents of the computed tax rate less 2 cents

   75 percent of the amount that would be produced by not more than 16 cents of the computed tax rate less 8 cents

   80 percent of the amount that would be produced by not more than 24 cents of the computed tax rate less 16 cents

   90 percent of the amount that would be produced by the computed tax rate less 24 cents

II. (1) For elementary districts not part of a high school district transporting their own children plus students attending high schools in other districts; and (2) for high school districts not part of a community college district transporting their own students plus students attending community colleges maintained by other districts: If the computed tax rate exceeds 4 cents, the district is reimbursed by the state for:

50 percent of approved expense in excess of the amount that would be produced by the computed tax rate of 4 cents but not more than 16 cents of the computed tax rate less 4 cents

75 percent of the amount that would be produced by not more than 32 cents of the computed tax rate less 16 cents

80 percent of the amount that would be produced by not more than 48 cents of the computed tax rate less 32 cents

90 percent of the amount that would be produced by the computed tax rate less 48 cents

III. Newly formed unified districts are allowed an amount equal to the total current expenses of the district during the preceding fiscal year for the transportation of pupils determined to have been required because of a change in location of schoolhouses or the reorganization of attendance centers within the district. This allowance can be claimed once during the first five years of unification.

If the foregoing paragraph is not applicable, the following method shall control reimbursement to unified districts:

For unified districts transporting two levels: If the computed tax rate necessary to meet current expenses of transportation exceeds 3 cents, the district is reimbursed by the state for:

50 percent of approved expense in excess of the amount that would be produced by the computed tax rate of 3 cents but not more than 12 cents of the computed tax rate less 3 cents

75 percent of the amount that would be produced by not more than 24 cents of the computed tax rate less 12 cents

80 percent of the amount that would be produced by not more than 36 cents of the computed tax rate less 24 cents

90 percent of the amount that would be produced by the computed tax rate less 36 cents

IV. For elementary and high school districts that have been governed by boards of identical personnel continuously since before July 1, 1949, and that have maintained a single transportation system for all of such districts, the computed tax rate is based on that one of such districts in the group providing transportation that has the largest assessed valuation. If the computed tax rate exceeds 3 cents, the districts are reimbursed by the state for:

50 percent of approved expense in excess of the amount that would be produced by the computed tax rate of 3 cents but not more than 12 cents of the computed tax rate less 3 cents

75 percent of the amount that would be produced by not more than 24 cents of the computed tax rate less 12 cents

80 percent of the amount that would be produced by not more than 36 cents of the computed tax rate less 24 cents

90 percent of the amount that would be produced by the computed tax rate less 36 cents

The amount of reimbursement received by each district shall be in direct ratio to the amount of its expenditures in behalf of the group.

Prorating of State Reimbursement for Approved Transportation Expenses

If the amount of money available is less than the reported approved transportation expense, the apportionments are made on a prorated basis.

The amount available to pay the approved transportation expenses of the school districts of the state is calculated by multiplying $4.40 by the total number of units of average daily attendance in the state for the preceding year. If this amount is insufficient to pay all approved transportation claims in full, then, under provisions of Section 18061 of the Education Code, the lower computed tax rate for each district is increased by one tenth of 1 cent until there is no deficit. This increases the district's share of the transportation expense and reduces the amount of state money that will be apportioned to the district. The state apportionment for this purpose must be made by December 10 of the next fiscal year.

Under provisions of sections 18061 and 18460 of the Education Code, any balances remaining after the required apportionments are made must be used to reduce the deficits in other programs for which funds were not available to pay all approved claims. There is no guarantee that there will be sufficient balances each year to pay transportation claims in full.

Excessive Expenditures of a School District for Pupil Transportation

For the purpose of comparing unit expense of transportation of various school districts, Section 15247 of the California Administrative Code, Title 5, Education, provides for a method of classifying

transportation systems of school districts according to fleet capacity, such capacity to be determined by the average number of rows of seats per bus in the entire fleet of buses and according to the average number of operating hours per bus per day for home-to-school transportation.

The median cost of operating a bus per day for each classification is then calculated. No payments are made for expenses that are *in excess* of 25 percent above the median cost of school districts in the same classification. However, exceptions may be made to this regulation provided the cost that is in excess of 25 percent above the median cost for the same classification has been incurred by the replacement of a bus engine or by a major overhaul of a bus.[1] A request for such an exception should be attached to the district's Form J-141, Annual Report of Transportation Expense, and presented to the county superintendent of schools, who in turn files both the report and the request with the State Department of Education. The request for exception should itemize in detail the expense involved in the replacement or overhaul and the conditions under which either was incurred.

Minimum Distance Limitations

The local governing board may provide pupil transportation for any pupil in the school district. However, when state reimbursement is requested, only certain pupils can be transported at state expense, and such reimbursement is dependent upon the minimum distance limitations as listed in Section 15241 of the California Administrative Code, Title 5, Education.[2] For normal pupils these minimum distances are measured from where the pupil boards the bus at a regularly established bus stop to the school of attendance by the shortest traveled road.

The district may include for reimbursement (1) all pupils transported from minimum distance limits or beyond; and (2) pupils from within the minimum distance limits, but not in excess of 10 percent of the pupils transported from the minimum distance limits or beyond.

If the total number of pupils transported is in excess of the allowable number of pupils who board the bus beyond and within

[1] California Administrative Code, Title 5, Education, Section 15284.

[2] See also Chapter I, p. 1, of this manual.

the prescribed minimum distances, the current expense for the excess number must be deducted from the current operating expense, and the unit rate used should be the district's cost per pupil per year for transportation purposes.

Sparsity Allowance

Transportation expense in a district may be substantially affected by sparsity of population, which requires that excessive distances be traveled to transport relatively few pupils. In such cases, districts may be eligible for a special allowance under the provisions of Section 18054.6 of the Education Code.

A regular daily bus route qualifies as "sparse" if (1) it extends to any point more than ten miles from school; and (2) the number of pupils (elementary and high school combined) picked up by all buses beyond such ten-mile mark does not exceed the number of miles required to be traveled one way beyond the ten-mile mark. A feeder bus which transfers pupils to another bus qualifies if any part of the trip is beyond the ten-mile mark. Board and lodging payments are eligible. So are in-lieu payments for pupils living more than ten miles from school (California Administrative Code, Title 5, Education, Section 15242).

For uniformity, *the sparsity definition of no more than one pupil per mile is based on all elementary and high school pupils picked up,* regardless of which buses or districts do the transporting along a given route. Sparsity allowance is *in addition* to the regular transportation reimbursement. Expense is calculated as the amount actually paid for eligible in-lieu added to an amount computed for the total yearly excess miles (beyond ten miles from school) *times* the district's cost per mile, this sum then being reduced by the percentage of J-141 approved expense that the district is regularly reimbursed.

Any district that believes one or more bus routes or in-lieu payments are eligible should contact the Bureau of Administrative Services, Department of Education. A field representative will then visit the district to (1) determine eligibility of routes and payments; and (2) advise on year-end reporting procedures.

Newly Organized Unified School Districts

Additional transportation allowances are available to newly unified school districts in accordance with the provisions cited in the two paragraphs that follow.

Current Expense of Pupil Transportation

Section 18056 of the Education Code provides that during any one of the first five fiscal years after the formation of a unified school district, the Superintendent of Public Instruction shall grant additional allowances for current expenditures for pupil transportation determined to have been required because of a change of the location of schoolhouses or the reorganization of attendance centers within the district.

Any unified school district wishing to qualify under this section should notify the Bureau of Administrative Services, State Department of Education. A field representative will be sent to assist the superintendent in the determination of the additional amount of current expense of pupil transportation incurred by the closing of schoolhouses or the relocation of attendance centers within the unified school district.

Capital Outlay Expenditure

Section 18058 of the Education Code provides that a newly unified school district may be granted, during the first five fiscal years of its formation, the cost of school buses that have been required because of changes in the location of schools or the reorganization of attendance centers within the district.

Unified school districts wishing to receive aid under this section should notify the Bureau of Administrative Services, State Department of Education. A field representative will be sent to assist the superintendent in the determination of the amount to be included when the school district files its Form J-141, Annual Report of Transportation Expense.

APPENDIXES

116/17

Appendix A

Standards and Specifications

The standards that follow were developed through a study made by the California Association of School Business Officials with the cooperation of the California State Department of Education. The study took into consideration the consensus of the transportation supervisors and district superintendents in districts operating school bus fleets of five or more buses.

School districts contemplating the purchase of new school buses should give full consideration to these standards in drawing up specifications for buses to be purchased. They should, in addition, make all provisions necessary to meet state and local laws regarding standards for buses. Wherein local conditions warrant so doing, the specifications written may be such as to meet higher standards than those stated.

STANDARDS SUGGESTED FOR USE IN WRITING SCHOOL BUS SPECIFICATIONS

CONVENTIONAL BUSES—Group I, 4 to 6 rows of seats; Group II, 7 to 9 rows of seats; Group III, 10 and 11 rows of seats

Items	*Suggested Standards*
SEATS	
Seats for pupils	Seating space: 13 lineal inches of space per pupil; total of 39 inches of space per seat Vertical measurements: height from floor, 16 to 17 inches; vertical depth of seat back, 19 to 20 inches Construction: 1-inch tubular steel frame upholstered with sponge rubber or rubberized hair with 48-ounce cloth-backed plastic covering
Seat for driver	**Horizontally and vertically adjustable; shall be equipped with a seat belt of a type approved by the California Highway Patrol.**
BODY CONSTRUCTION	
Frame	Electric-welded steel frame
Outside skin	20-gauge steel or .051 in. 14 H aluminum alloy—riveted construction

STANDARDS—*Continued*

Items	*Suggested Standards*
BODY CONSTRUCTION *(continued)*	
Inside skin	20-gauge steel or aluminum .051—fastened with sheet-metal screws or crimped
Panels	Constructed in short sections for ease in making body repairs
Roof—outside	20-gauge or heavier steel or .051 in. 14 H aluminum alloy—riveted construction
Roof—inside	20-gauge or heavier steel or .051 in. 14 H aluminum alloy—crimped fastening
Floor	5-ply marine plywood or 14-gauge steel
Floor covering	Heavy-duty linoleum with non-skid covering for aisle
Body insulation	Mastic undercoating for ceiling and side panels, and for floor if steel floor is specified
Headroom in aisle	A minimum of 70 inches
Windows	Pullman drop type, full metal frame, extruded aluminum or stainless steel trim and latches, adjustable track, rubber-mounted, three-position adjustment
Driver's window	Adjustable, metallic-banded
Windshield	Recessed and set in heavy rubber channel
Door and steps	Multiple-panel door with manual control, non-skid material on steps, bottom step 12 to 16 inches from ground
Grab rail	Stainless steel clad or stainless steel tubular
Tire compartment	Closed compartment located in rear or between axles
Battery location	Closed compartment under floor or near engine
Accessories	All accessories as specified in the California Administrative Code, Title 5, Education, and in the Vehicle Code

CHASSIS	Group I	Group II	Group III
Brakes (service)	Vacuum booster	Vacuum booster or compressed air	Compressed air
Brakes (emergency)	Drum type	Drum or disc type	Disc type
Shock absorbers	Double-acting, front and rear	Double-acting, front and rear	Double-acting, front and rear
Wheels	Interchangeable	Interchangeable	Interchangeable
	All wheels and tires the same size	All wheels and tires the same size	All wheels and tires the same size

STANDARDS—*Continued*

Items	*Suggested Standards*		
CHASSIS *(continued)*	Group I	Group II	Group III
Tires	TMA[1] standard of 100 level or better	TMA[1] standard of 100 level or better	TMA[1] standard of 100 level or better
Transmission	Syncro-mesh	Syncro-mesh	Syncro-mesh
Gears	4 forward 1 reverse	4 or 5 forward 1 reverse	5 forward 1 reverse
Gas tank capacity	30 gallons	30 gallons	40 gallons
ENGINE	Group I	Group II	Group III
Minimum piston displacement	260 cubic inches	280 cubic inches	300 cubic inches
Maximum torque developed	2400 r.p.m.	2400 r.p.m.	2400 r.p.m.
Air cleaner	Heavy-duty oil bath	Heavy-duty oil bath	Heavy-duty oil bath
Ignition system	12-volt	12-volt	12-volt
Generator capacity	40 amperes	40 amperes	40 amperes
Radiator	Heavy-duty	Heavy-duty	Heavy-duty
Clutch	Heavy-duty	Heavy-duty	Heavy-duty
Governor (type)	Engine speed control	Engine speed control	Engine speed control
Tachometer	Recommended	Recommended	Recommended
FEATURES THAT MIGHT BE CONSIDERED			
Inside skin	Stainless steel		
Headroom	72 inches or more		
Windows	Safety plate glass		
Driver's window	Horizontal adjustment		
Windshield	Tinted		
Grab rails	Two rails desirable		
Seats	Stainless steel backs, embossed		
Tachograph	Recording tachograph or speedograph		
Rear escape door	If used, heavy glass (preferably shatterproof) to allow driver good rear view		

[1] Tire Manufacturers Association.

STANDARDS SUGGESTED FOR USE IN WRITING SCHOOL BUS SPECIFICATIONS

TRANSIT-TYPE BUSES—10 to 13 rows of seats

Items	*Suggested Standards*
SEATS	
Seats for pupils	Seating space: 13 lineal inches of space per pupil; total of 39 inches of space per seat
	Vertical measurements: height from floor, 16 to 18 inches; vertical depth of seat back, 19 to 20 inches
	Construction: 1-inch tubular steel frame upholstered with sponge rubber or rubberized hair with 48-ounce cloth-backed plastic covering
Seat for driver	**Heywood Wakefield or American Seating No. 300 or equal, with full foam rubber cushion; shall be equipped with a seat belt of a type approved by the California Highway Patrol.**
BODY CONSTRUCTION	
Frame	Electric-welded steel frame
Outside skin	20-gauge steel or .051 in. 14 H aluminum alloy—riveted construction
Inside skin	20-gauge steel or .051 in. 14 H aluminum alloy—fastened with sheet-metal screws or crimped
Panels	Constructed in short sections for ease in making body repairs
Roof—outside	20-gauge steel or .051 in. 14 H aluminum alloy—riveted construction
Roof—inside	20-gauge steel or .051 in. 14 H aluminum alloy—crimped construction
Floor	5-ply marine plywood or 14-gauge steel
Floor covering	Heavy-duty linoleum with non-skid covering for aisle
Body insulation	Mastic undercoating for ceiling and side panels, and for floor if steel floor is specified
Headroom in aisle	72 to 76 inches, depending on pupils to be transported
Windows	Pullman drop type, full metal frame, extruded aluminum or stainless steel trim and latches, adjustable track, rubber-mounted, three-position adjustment
Driver's window	Horizontal adjustment, metallic-banded
Windshield	Recessed and set in heavy rubber channel
Door and steps	Single- or multiple-panel door with compressed-air control, non-skid material on steps, bottom step 15 to 16 inches from ground

STANDARDS—*Continued*

Items	*Suggested Standards*
BODY CONSTRUCTION *(continued)*	
Grab rail	Stainless steel clad or stainless steel tubular
Tire compartment	Closed compartment located under bus floor
Battery location	Closed compartment under floor or near engine, on a swing-out type of carrier if one large battery is used
Accessories	All accessories as specified in the California Administrative Code, Title 5, Education, and in the Vehicle Code
CHASSIS	
Brakes (service)	Compressed air
Brakes (emergency)	Disc type
Shock absorbers	Double-acting, front and rear
Wheels	Interchangeable—all wheels and tires the same size
Tires	Should meet Tire Manufacturers Association standard of 100 level or better
Transmission	Syncro-mesh or constant mesh
Gears	5 forward and 1 reverse
Gas tank capacity	70 gallons
ENGINE	
Location	In middle of bus and under floor, in rear of bus, or in front of bus to right of driver's seat
Minimum piston displacement	500 cubic inches
Maximum torque developed	1600 to 2000 r.p.m.
Air cleaner	Heavy-duty oil bath with air-intake drawing air from outside (front)
Ignition system	12-volt
Generator capacity	60 amperes
Radiator	Heavy-duty
Clutch	Heavy-duty
Governor (type)	Engine speed control
Tachometer	Recommended

STANDARDS—*Concluded*

Items	*Suggested Standards*
	FEATURES THAT MIGHT BE CONSIDERED
Inside skin	Stainless steel
Windows	Safety plate glass
Driver's window	Horizontal adjustment
Windshield	Tinted
Grab rails	Two rails desirable
Seats	Stainless steel backs, embossed
Tachograph	Recording tachograph or speedograph
Accessories	Luggage compartment; public address system

Appendix B

Contract Forms

The forms that follow are to be used only as guides in drawing up the instruments needed. In all instances the instruments finally used should be approved by the county counsel or district attorney who serves the school district.

LEASE WITH OPTION TO PURCHASE

THIS AGREEMENT, made and entered into this ..... day of ..... 19..., by and between ....., hereinafter called "Lessor" and ..... School District in the County of ....., State of California, hereinafter called "Lessee."

WITNESSETH:

1. That Lessor hereby leases unto the Lessee and Lessee hereby hires of and from Lessor the following described property, to wit: .....

.....

.....

2. This lease shall be for the period from and including ....., 19....., to and including the ..... day of ....., 19.....

3. The Lessee agrees to pay to the Lessor and the Lessor agrees to accept in payment for the hire of said bus the sum of ..... (.....) dollars, such payment to be made on ....., 19..... by said Lessee to said Lessor.

4. In consideration of said rentals and said agreements on the part of the Lessee hereinafter contained, and provided said Lessee shall have fully performed all of the terms and conditions incumbent upon it to be performed under the terms hereof, including the exercise by Lessee of any and all preceding options and the performance of all obligations thereunder, Lessee shall have and is hereby granted an irrevocable option to extend this lease for ..... separate and consecutive additional 12-month periods.

a. Rental for first extended period of 12 months beginning on completion of the original term provided in paragraph (2) hereof, the sum of ..... (.....) dollars, payable on or before ....., 19.....

b. Rental rate for second extended period of 12 months beginning on completion of the aforesaid first extended period the sum of ..... (.....) dollars, payable on or before ....., 19.....

c. Rental rate for third extended period of 12 months beginning on completion of the aforesaid second extended period, the sum of ..... (.....) dollars, payable on or before ....., 19.....

d. Rental rate for fourth extended period of 12 months beginning on completion of the aforesaid third extended period, the sum of .....
(.....) dollars, payable on or before ....., 19.....

(1) The cash price of said property is $.....

(2) The amount of Lessee's down payment rental is $.....
Cash $.....
..... valued at $.....

(3) The amount of unpaid rentals on the cash price is $.....

(4) The cost to the Lessee of any insurance the premium for which is included in the contract balance is $.....

(5) Amounts paid to any public officer as fees in connection with the transaction which are included in the contract balance *(itemize below)*:
..... $.....
..... $.....
..... $.....

(6) The amount of the unpaid balance of rentals, sum of items *3*, *4*, and *5* $.....

(7) The amount of interest or time price differential $.....

(8) The lease contract balance owed by the Lessee—sum of items *6* and *7* $.....

(9) Number of installments required to pay lease contract balance .....

Amount of each rental installment $.....

Date for payment of the rental installments .....

5. In event the Lessee defaults in the payment of any amount due or to become due under the terms of said lease or defaults in the performance of any of the terms and conditions thereof, all the Lessee's rights hereunder are terminated and the Lessor shall become entitled to possession of the bus.

6. Lessee agrees that the said bus will be used by Lessee for the ordinary and usual work of transporting passengers.

7. It is further stipulated and agreed that during the term of this lease, Lessee shall be responsible for and shall pay all charges for upkeep and/or storage of said bus and shall make, at its own expense, any and all repairs and supply and pay for any and all parts and accessories needed to maintain and operate said bus in proper condition and good running order, and that at the end of aforesaid term or any other termination thereof, as aforesaid, the Lessee shall re-deliver said bus to Lessor in as good condition as when delivered to Lessee, reasonable wear and tear excepted; but any and all damage or depreciation caused by accident, negligence, fire, the elements, or other casualty or by failure or neglect to make repairs as needed, is not excepted provided, however, if said Lessee shall exercise its option to renew this lease for the period from and including the ..... day of ..... 19....., to and including the ..... day of

_____ 19__, and also for the period from and including the _____ day of _____ 19__, then and in the event said bus shall not be re-delivered to Lessor but as hereinafter set forth title to same shall vest in Lessee.

8. Lessee agrees to be liable for, and to pay and satisfy every claim and liability arising against said bus, during the term of this lease, and, as additional rental assumes hereunder all taxes and charges and the penalties of the laws of the State of California or any other jurisdiction in which said bus is, or may be operated, during the term of this lease.

9. Lessor covenants that it is the sole owner of said bus and that no other persons, party, firm or corporation has any right, title, or interest in or to same and that during the term of this lease or any renewal thereof said Lessor will not sell or encumber said bus, or any interest therein, except subject to the rights given the Lessee by virtue of this lease.

10. In consideration of the payment of the rental for the term of this lease, and/or any renewal thereof, as hereinabove set forth, and if the Lessee shall have kept and performed all the terms and conditions of this lease incumbent upon it to be performed under the terms thereof, then said Lessee is hereby granted an irrevocable option to purchase said school bus, in condition "as is," upon the last day of any rental period for the price set forth in the following table, to wit:

Rental Period Ending	*Purchase Option Amount*	*Payment of Purchase Price Due*

11. In the event the Lessee shall exercise its option to purchase said bus as hereinabove provided, and shall pay to the Lessor the purchase price of said bus in accordance with the above, all the right, title, and interest of said Lessor in and to said bus shall vest in and become the property of said Lessee, and said Lessor covenants that it will thereupon execute and deliver to Lessee a bill of sale of all its right, title, and interest in and to said bus as evidence of said transfer of title.

12. *THIS AGREEMENT* shall, in every respect, be binding on the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

LESSOR:

Approved as to Form:
Date _____
By _____
COUNTY COUNSEL

By _____
Title

LESSEE:

_____ School District

APPROVED:
This _____ day of _____ 19__
_____
County Superintendent of Schools
By _____
Deputy

By _____
By _____
By _____
By _____
(Constituting more than majority of the Board of Trustees)

CONTRACT WITH TRANSPORTER

(For use primarily in contracting with parents or guardians)

THIS AGREEMENT entered into this ..... day of ....., 19..., by and between the Governing Board of the ..... District, hereinafter referred to as the *board*, and ....., hereinafter referred to as the *transporter*,

WITNESSETH:

1. The *transporter* for and in consideration of the payments to be made to the said *transporter* by the *board* as hereinafter set forth, does hereby agree to transport the pupils hereinafter specified and attending the *(here specify the name of the school or schools if necessary)* school (or schools) of the ..... District, on such days as the said school (or schools) is (or are) in session.

2. The *board* agrees to pay to the *transporter* the sum of $..... for each pupil transported to and from school each day by the *transporter* under the terms of this agrement. Payments of sums due the *transporter* during any calendar month under the terms of this agreement shall be paid by the *board* to the *transporter* within a reasonable time after the end of the said month.

3. The pupils whom the *transporter* agrees to transport to and from school under the terms of this agreement are:

(*names*.....) (*addresses*.....)

4. The *transporter* agrees that prior to the effective date of this agreement said *transporter* will insure jointly the liability of said *transporter* and that of the *board* and the ..... District for damage to property or injury to persons in any insurance company authorized to transact the business of such insurance in the State of California, such insurance to be in amounts of not less than $..... for property damage and $..... for bodily injury.

5. The policy of insurance shall not be cancelable as to the *board* except upon ten days' written notice and it shall contain a provision relieving the *board* of any responsibility for payment of premiums or assessments. Before rendering service under this contract, *transporter* shall furnish the *board* with a counterpart of said policy.

6. This agreement may be canceled at any time at the option of the *board* upon giving ..... days' notice to the *transporter*.

Dated this ..... day of ....., 19.....

TRANSPORTER

By .....

APPROVED:

.....
Superintendent of Schools

..... COUNTY

GOVERNING BOARD OF THE

..... DISTRICT

By .....
Member

By .....
Member

By .....
Member

CONTRACT FOR TRANSPORTATION

(For use primarily in contracting with other than school bus drivers, parents, or guardians)

THIS AGREEMENT entered into this ..... day of ....., 19 ...., by and between the Governing Board of the .....District, hereinafter referred to as the *board*, and ..... hereinafter referred to as the *contractor*,

WITNESSETH:

1. The *contractor*, for and in consideration of the payments to be made to the said *contractor* by the *board* as hereinafter set forth, does hereby agree to transport such pupils attending the schools of the ..... District, on such days as the said schools are in session, to and from such points along and over the routes and at the times set forth in the schedule attached hereto and made a part hereof.

2. The *board* agrees, in consideration of the services rendered by the *contractor* under this agrement, to pay to the said *contractor:*

(The following are suggested alternative provisions for the payment of compensation by the school district to the Contractor. Other methods of payment may be used.)

a. The sum of ..... cents for each mile actually traveled by any vehicle employed by the *contractor* in carrying out the terms and conditions of this agreement.

or

b. The sum of ..... per calendar month during the life of this agreement, providing, however, that the *contractor* shall not receive any compensation during the months of .....

or

c. The sum of ..... per school year during the life of this agreement payable in equal monthly installments of .....

3. All moneys accruing to the *contractor* from the *board* under the terms of this agreement during any month shall be paid within a reasonable time after the close of the month during which such moneys accrued.

4. The *contractor* agrees, while performing the duties required of the *contractor* by this agreement, to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all applicable Rules and Regulations established by the State Board of Education of California and by the *board*.

5. The *contractor* further agrees that prior to the effective date of this agreement said *contractor* will insure jointly the liability of said *contractor* and that of the *board* and the ..... District for damage to property or injury to persons in an insurance company authorized by law to transact the business of such insurance in the State of California, such insurance to be in the amounts of not less than $..... for property damage and $..... for bodily injury.

6. The policy of insurance shall not be cancelable as to the *board* except upon ten days' written notice and it shall contain a provision relieving the *board* of any responsibility for payment of premiums or assessments. Before rendering service under this contract, *transporter* shall furnish the *board* with a counterpart of said policy.

7. It is expressly understood and agreed to by both parties hereto that the *contractor*, while engaged in carrying out and complying with, any of the terms and conditions of this contract, is an *independent contractor* and is not an officer, agent, or employee of the aforesaid ..... District.

8. It is expressly understood and agreed to by both parties hereto that upon the willful violation of any of the terms and conditions of this agreement by either party herein, this agreement shall terminate and shall be of no force and effect whatever.

9. This agreement shall terminate on the ..... day of ....., 19.... unless terminated earlier as hereinbefore provided or by the mutual consent of the parties hereto.

GOVERNING BOARD OF THE

..... DISTRICT

By .....

Member

By .....

APPROVED: Member

By .....

..... Superintendent of Schools Member

..... COUNTY By .....

NOTICE FOR BIDS

Notice is hereby given that the Governing Board of ..... School District, ..., California, will receive bids on ..... new ..... passenger school busses according to specifications on file at the school district office at ..... street ....., California.

Each bid shall be submitted on a form to be obtained at the school district office and shall be sealed and filed with that office on or about ....., ..., 19.... at ..... p.m. and will be opened in public at or about ..... p.m. of that day in the school district office of the ..... School District, ... Street, ..., California.

The Governing Board of the ..... School District reserves the right to reject any or all bids.

GOVERNING BOARD OF THE ..... SCHOOL DISTRICT

By..... President

By..... Secretary/Clerk

CALL FOR BIDS FOR TRANSPORTATION CONTRACTS

Notice is hereby given that sealed proposals will be received at the office of the Governing Board of the ..... District, located at ....., on or before the ..... day of ....., 19....., at the hour of ..... o'clock, for the transportation of the pupils attending the schools of the said ..... District for the period from ..... to ..... in accordance with the terms and conditions hereinafter set forth.

1. All transportation must be by motor vehicles equipped and operated in accordance with the California Vehicle Code and the Rules and Regulations of the California State Board of Education.

2. Each bidder must specify in his bid that the bidder binds himself to insure jointly his liability and that of the board and the district for damage to property or injury or death to person in the sum of not less than $ ..... for damage to property, and in the sum of not less than $ ..... for injury or death to person, such insurance to be carried in any insurance company authorized to transact the business of such insurance in California.

3. The routes over which transportation is to be furnished and the schedule upon which transportation is to be furnished and the approximate number of pupils to be transported on each route are as follows:

(Here insert information.)

4. Complete details of routes, schedules, and other matters may be examined at the office of .....

(Insert name and address of person.)

5. The Governing Board of the ..... District reserves the right to reject any and all bids.

GOVERNING BOARD OF THE

..... DISTRICT

By .....

Clerk or Secretary

Dated ....., 19.....

SCHOOL DISTRICT CONTRACT FOR BUS DRIVER

Offer of Employment

M..... California
..... 19.....
.....
.....

You are hereby notified that at a meeting of the Governing Board of the ..... School District, held ..... 19..... you were elected to serve as a { part-time / full-time } school bus driver beginning ..... 19..... and ending .... 19.....

The following conditions of employment have been stipulated by the Governing Board and are hereby expressly made a part of this contract:

1. Your salary in the above named position will be $..... per { trip, month / hour, day }

2. You will be required to comply with and observe all the provisions of the Vehicle Code and all other applicable laws and all rules and regulations prescribed by the State Board of Education, any other State agency, and the said Governing Board, relating to transportation of pupils.

3. It is expressly understood and agreed to by both parties hereto that upon the willful violation of any of the terms and conditions of this contract by the *driver*, the *board* may terminate the employment under this contract immediately.

(Signed)

GOVERNING BOARD OF ..... SCHOOL DISTRICT

By..... Member

By..... Member

By.....
Clerk/Secretary

Acceptance of Offer

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed. I hold and have on file or registered in the Office of the ..... County Superintendent of Schools a valid and effective operator's or chauffeur's license and a school bus driver's certificate issued by the Department of Motor Vehicles.

Date ..... *(Signed)* .....

(Prepare in triplicate.)

P9-163 80606 1914-300 7-72 3M